

Myrtle Point School District 41

Code: **DLC**
Adopted: 5/10/04
Orig. Code(s): DLC

Expense Reimbursements

District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the district, with prior approval, upon submission of a properly completed expense form accompanied by supporting receipts as required by the district and consistent with Internal Revenue Service requirements. The district will not be expected to cover expenses that do not have prior approval nor those that are excessive.

When the district employee travels by personal vehicle on approved district business, mileage payment shall be made at the rate currently approved by the Board.

It is understood that all mileage and related expenses may not be reimbursed.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)

[ORS 332.107](#)

[OAR 581-022-1660](#)

I.R.C. § 162 (2006); Business Expenses, 26 C.F.R. 1.162-1 (2006).

INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES (2005).