

Nyssa School District 26

Code: **DLC**
Adopted: 6/11/01
Revised/Readopted: 10/13/08; 11/14/16
Orig. Code(s): DLC

Expense Reimbursements

All employee travel for district purposes shall be approved in advance by the superintendent. Reimbursement for district travel will use the following guidelines:

1. Approved activities for reimbursement will fall under three general categories:
 - a. In-service;
 - b. Conferences;
 - c. Other activities requested by the Board or administration.

2. District vehicles will be used when available. When a personal vehicle is used, reimbursement or district gas cards will be available. Reimbursement will be at the IRS rate.

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.

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement
EEBB - Use of Private Vehicles for District Business