

# Nyssa School District 26

Code: **DLC**  
Adopted: 6/11/01  
Readopted: 10/13/08  
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

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### 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).

### Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement