

Rainier School District 13

Code: **DLAA**
Adopted: 7/01/89

District Authorized Expenses

The district will reimburse authorized expenses incurred because of job requirements. Receipts are required for all such expenses.

Advanced payment of employee expense to be incurred on extended trips may be made with superintendent authorization.

Staff members are not allowed to make use of district accounts for personal purchasing or to use the district address for receipt of personal mailings.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 652.120\(2\)](#)