

**Warrenton Hammond  
School District 30**

Code: **DLC**  
Adopted: 9/11/89  
Readopted: 10/12/10  
Orig. Code(s): DLC

### **Expense Reimbursements**

District employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved voucher and such supporting receipts as required by the business office.

Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed when the travel has the advance authorization of the principal and/or the superintendent. The principal may grant this authorization without prior superintendent approval when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved.

Persons who travel at district expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience.

The Board authorizes the superintendent to establish regulations controlling payment of car allowances to employees for use of personal cars in transaction of district business and reimbursement for educational meeting transportation and lodging costs.

Reimbursement for out-of-state travel by car will be made on the basis of air fare or mileage rate, whichever is the lesser.

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.

**Cross Reference(s):**

BHD - Board Member Compensation and Expense Reimbursement

EEBB - Use of Private Vehicles for District Business