

DKC - EXPENSE REIMBURSEMENTS

District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required.

Expenses associated with professional days shall have prior approval by the School Principal and Superintendent or his/her designee before the expenses are incurred. Such expenses may be approved upon review of its educational relevancy and available budgetary funds for this specific type of expense.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board.

All travel outside New Hampshire must have the prior written approval of the Superintendent or his/her designee.

Statutory/Regulatory/Policy/Handbook Cross References

Handbook (Staff)

APPROVED: April 13, 2006