Administrative Procedure 413 REIMBURSEMENT OF STAFF EXPENSES

School staff members who incur expenses as a result of work-related activities may receive reimbursement, in whole or in part, and in accordance with the following procedures.

Procedures

1. The Principal must give prior approval for the proposed expenditures.

2. All staff members claiming expense reimbursement of expenses are required to complete the *Employee Expense Form,* located in Atrieve, all applicable receipts must be attached prior to submission of the claim.

3. The rates for reimbursement are determined at the Board's annual organizational meeting.

Reviewed/Revised: March 2014 November 2018 April 2022