Expense Reimbursements

District personnel and Board members who incur expenses (enrollment fees, lodging, meals and mileage) in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly completed and approved voucher and such supporting receipts as required by the administration.

Expense reimbursements may be approved and incurred in line with budgetary allocations and in accordance with provisions of the current employee agreement(s).

LEGAL REF.: Sections 118.24 Wisconsin Statutes
120.10 (4)
120.13 (16) and (32)

CROSS REF.: South Shore Education Association (SSEA) Contract
South Shore Education Association (SSEA) Non-Certified Employee Contract

APPROVED: June 22, 1988