

SCHOOL DISTRICT OF GREEN LAKE POLICY	671.2 - Expense Reimbursements
	Fiscal Management

671.2 – Expense Reimbursement

The School District will reimburse employees and board members, whom, while performing school-related duties, incur travel expenses. These expenses include meals, transportation, lodging, registration fees and other incidentals. All travel must be budgeted and approved.

Travel must be budgeted and approved in advance of travel by superintendent/principal/accounts manager. Employees will be reimbursed for travel after the travel is complete and an approved Travel Report is filed with supporting receipts as appropriate. Commercial transportation, registration and lodging may be prepaid by the District if the employee submits an approved request authorizing the prepayment.

1st Read: 10/10/2012

2nd Read: 11/14/2012

Legal References: Wisconsin State Statutes 120.10(4); 120.13(16) and (32); 120.16; 121.02(1)(b); Wisconsin Administrative Code PI 34; Internal Revenue Code

Cross Reference: 164, Board Member Compensation and Expenses; 537, Professional Staff Development