

EXPENSE REIMBURSEMENTS

District personnel and Board members who incur expenses (e.g. enrollment fees, lodging, meals, travel) 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. Such expenses may be approved and incurred in line with budgetary allocations and in accordance with provisions of the current employee agreements.

LEGAL REF.: Sections 118.21 Wisconsin Statutes
118.24
120.10(4)
120.13(16) & (32)

CROSS REF.: 671.2-Rule, Expense Reimbursement Guidelines
West Salem Education Association Contract
West Salem School Employees Association
Contract

APPROVED: June 27, 1995