

DKC Expense Authorization/Reimbursement

The same general policy shall apply to all personnel and district officials in regard to reimbursement of expenses. This policy shall be as follows:

1. Personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved expense voucher with all receipts. Expense vouchers should be filed within 10 calendar days of the approved reimbursable expenditure.
2. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.
3. When official travel by personally owned vehicle has been preauthorized for a verified destination and distance, mileage payment shall be at the current IRS reimbursement rate. The mileage may be consolidated with other reimbursable mileage and filed monthly. The reimbursement for such travel shall be allowed as follows:

Workday:

Actual miles driven to and from an event, not including miles to and from work. Mileage to and from work must be subtracted from verified destination.

Normal workday example: (home to event and back home)
(round trip home to school) = reimbursable mileage

Non-workday:

Actual miles driven to and from the event.

Or the round trip distance from the school to the event, whichever is greater; however in either option, it never exceeds actual miles driven.

Non-workday example: (home to event and back home)

4. Meal reimbursement rates shall be based on the FSA per diem web pages.
5. Vouchers will be paid no later than the next full pay period after the voucher has been accepted by the business office.

ADOPTED:

October 14, 1987

REVISED: August 14, 1991

REVISED: October 1, 2001

REVISED: November 16, 2005

REVISED: March 8, 2006

REVISED: January 14, 2016