

The Board of Education recognizes that from time to time Board members and employees of the school district, in the course of performing their assigned responsibilities, will be in a position to incur expenses on behalf of the school district. The Board of Education also recognizes its responsibility to reimburse those Board members and employees for such expenses when the appropriate procedures and documentation requirements are followed as set forth below:

- Reimbursable expenses must be of a nature that directly correlate to the discharge of a Board member/employee's assigned responsibilities.
- Expenses, other than normally occurring mileage, must have prior approval from the employee's supervisor.
- Expenses related to conferences must also be approved by the Director of Business and Finance. In the case of the superintendent, conference expenses should be approved by the President and Treasurer of the Board of Education and in the case of a Board member, expenses shall be approved by the Board of Education.
- To receive reimbursement of an expense, the expense reimbursement procedures found in the Administrative Handbook must be followed.

ADOPTED: 9/11/95

REVISED:

Redford Union Schools, District No. 1