

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: DLC

EXPENSE REIMBURSEMENTS

Authorized school corporation personnel and officials who incur expenses in carrying out their duties shall be reimbursed by the corporation upon submission of a properly completed claim accompanied by such supporting receipts as required by the policies of the school corporation. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board of School Trustees. When the official travel involves the option of air flight or other means of transportation, the reimbursement will be made in accordance with that method which is most economical in dollars to the school corporation.

Personnel who participate in approved seminars and/or conventions, expenses for which are reimbursable by the Board of School Trustees, shall file a written report with the Superintendent of Schools or designee at the same time that the claim for reimbursement of expenses is filed.

Adoption Date: October 12, 1977

Legal Ref:

Cross Ref: