

SCHOOL DISTRICT OF WAUPACA

SERIES 600 FISCAL MANAGEMENT

CODE: 671.2

REIMBURSEMENT OF EMPLOYEE EXPENSES

The Board of Education shall pay all expenses (per district limits) and employee salaries by District checks/direct deposit and no such payments shall be made out of internal accounts unless specifically authorized, in emergencies and in writing, by the District Administrator.

All employees shall be reimbursed at the Board approved rate per mile for all necessary and approved travel to and from conferences, institutes, etc., which have prior authorization of the District Administrator.

All employees should recognize these expenses when determining their yearly budget.

All employees shall submit all vouchers for conference attendance to the Board of Education for payment.

ADOPTED: 071376
REVISED: 110976, 041084, 121388, 091906, 041415
REVIEWED: 020894

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, mental or parental status, sexual orientation, or physical, mental, emotional or learning disability.