

EXPENSE REIMBURSEMENTS

The following guidelines will be observed in the administration of advances given to school personnel:

1. Advances will be drawn on the last business day prior to the scheduled conference.
2. Requests for reimbursement of expenses incurred (i.e. travel expense report) will be filed with the Assistant Superintendent for Business within three business days after the conclusion of the conference.
3. Requests for advances may be approved only by the Superintendent or Chief Financial Officer. A copy of these rules will be given to each person requesting an advance.