

EXPENSE REIMBURSEMENTS FOR BOARD MEMBERS, CHIEFS, AND  
DEPUTY CHIEFS

Board members, Chiefs, and Deputy Chiefs who incur expenses in carrying out their authorized duties are reimbursed by the District upon submission of a properly completed request for reimbursement with supporting receipts or documentation attached. Such expenses shall be reviewed and approved for reimbursement provided said expenses are within the limits of budgetary allocations and administrative regulations as well as State and Federal laws applying to the specific type of expense. No reimbursement shall exceed the maximum amounts authorized under Internal Revenue Service regulations.

The Chief Financial Officer or his/her designee shall be responsible for approval of reimbursement of expenses submitted by Board members, Chiefs, and Deputy Chiefs. Any discrepancies shall be documented and reviewed with the individual submitting the request. All persons authorizing reimbursement of expenses shall maintain appropriate records evidencing said review and approval process. All supporting documentation shall be forwarded to the Accounts Payable Department for payment.

Access to the District's credit card is limited to the Chief Executive Officer. All monthly credit card statements and supporting documentation shall be reviewed by the Chief Financial Officer or his/her designee in accordance with the above. Any questionable expenditure shall be brought to the attention of the Chief Executive Officer.

A traveler on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, are not considered prudent, nor are they accepted for reimbursement. No reimbursement for alcoholic beverages will be allowed for any person.

When traveling in a personally owned vehicle on official school business, mileage payment is made at the rate currently approved by the Chief Financial Officer and within the limitations of Federal law.

[Adoption date: June 15, 2004]

LEGAL REFERENCES:

ORC 3313.20

CROSS REFERENCES:

GBC/GBCA, Staff Ethics - Staff Code of Conduct

**NOTE: THIS IS A REQUIRED POLICY**