

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DKC
School Board First Read: June 5, 2013 School Board Second Read/Adoption: June 19, 2013 Policy Committee Review: May 17, 2017 School Board First Read: May 17, 2017 School Board Second Read/Adoption: June 7, 2017 Policy Committee Review: July 31, 2019 School Board First Read: August 7, 2019 School Board Second Read/Adoption: September 4, 2019	Page 1 of 1  Category: Optional

## EXPENSE REIMBURSEMENT DISTRICT AND FEDERAL FUNDS

Oyster River Cooperative School District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved form and such supporting receipts as required.

The validity of payments for travel costs for all district employees and school officials shall be determined by the superintendent or designee.

Meals and Incidental Expenses shall be limited to a total of \$54.00 per day.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the current approved IRS rate.

In addition, for any costs that are charged directly to the federal award, the superintendent or designee shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.
- B. The costs are reasonable and consistent with Board policy.

All travel outside New Hampshire must have the prior written approval of the Superintendent.

Cross Reference:

DJ – Purchasing

GCI – Professional Staff Development Opportunities and Re-imbursement Form