

Operational Services

Expense Reimbursement

Reimbursement shall be made to District employees for expenses incurred or expenditures made for pre-approved authorized activities and/or purchases.

Claims for reimbursement shall detail the nature of the expense and shall be adequately supported by receipts.

Adopted: May 22, 1997
Reviewed: January 23, 2003
Reviewed: November 17, 2010