

SCHOOL DISTRICT OF OMRO

671

EXPENSE REIMBURSEMENTS

All reimbursable travel by District employees and Board members must be authorized by the Administration and/or Board prior to travel. The Administration and/or Board shall determine that the proposed travel is appropriate and necessary to the mission, responsibility, or duties of the employee submitting the request.

Employees will be expected to take the school van whenever it is available and will be denied reimbursement should they elect to take their own vehicle during a time when the school van was available.

Before authorizing more than one employee from the same department to attend functions such as, but not limited to, a seminar, conference, convention, or training session, the appropriate Administrator shall make the specific determination that a greater benefit to the District is derived by having more than one employee in attendance.

Claims for reimbursement will be reviewed for accuracy by the immediate supervisor. All disbursements shall be made in accordance with state law and established procedures.

LEGAL REF: Sections 66.042 Wisconsin Statutes
 118.21
 118.24
 120.10(4)
 120.13(16) and (32)
 120.16

CROSS REF: Expense Reimbursement Guidelines
 Professional Staff Development Opportunities

APPROVED: February 1976

REVISED: March 1983
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 June 26, 2012

REVIEWED: