

# **DKC - EXPENSE REIMBURSEMENTS**

## ***Category O***

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 voucher and such supporting receipts as required.

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

All Travel outside 100 miles must have prior written approval of the Superintendent.

Reviewed Mason: November 16, 2015

Reviewed Mason: November 19, 2012

Second Reading and Approval Mason: June 18, 2009

First Reading Revised Mason: June 12, 2009