

DISTRICT TRAVEL REIMBURSEMENTS

Upon written request to the Superintendent, permission may be granted to staff members to travel at District expense on school business. Travel associated with specific line items in the approved budget requires only the appropriate administrator's approval.

Any employee wishing to be reimbursed for expenses incurred under this section must complete a travel expense voucher and submit it, along with all receipts, to the SAU Business Office within fifteen (15) days upon returning from the trip.

Adopted: May 7, 2013