

PORT EDWARDS PUBLIC SCHOOLS**Board of Education Policy**

EXPENSE REIMBURSEMENTS

District personnel and Board of Education members who incur expenses (registration fees, lodging, meals, mileage) in carrying out authorized duties shall be reimbursed by the district upon submission of a properly completed and approved voucher and such supporting receipts as required by the administration. Such expenses may be approved and incurred in line with budgetary allocations and in accordance with provisions of current employee agreements and established procedures.

Meals will be reimbursed only when authorized duties require an overnight stay. The District will not reimburse for alcoholic beverages or tobacco products.

The rate of mileage reimbursement shall be based upon the prevailing Internal Revenue Service approved rate.

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| LEGAL REF.: | Sections 118.21 Wisconsin Statutes 118.24 120.10(4) 120.13(16), (32) Taxable Fringe Benefit Guide, Internal Revenue Service |
| Adopted: | 03/22/99 |
| Reviewed: | |
| Revised: | 10/11/05 10/09/06 |