

EXPENSE REIMBURSEMENT

District personnel and officials who incur expenses in carrying out their 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 IRS. Such expenses must be provided for in the annual budget.

Expense reimbursement must be done in accordance with district policies and procedures as established by the District Administrator.

Adopted: May 17, 1982

Revised: July 21, 1986

Revised: March 16, 1998