

## **Expense Authorization/Reimbursement**

The same general policy shall apply to all personnel and district officials in regard to reimbursement of expenses. This policy shall be as follows:

1. Personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administrator responsible for business affairs.
2. Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses.
3. When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board. This rate is 0.30¢ per mile.

Adopted: May 28, 1999

Revised: October 12, 1999

Revised: October 12, 2010

LEGAL REF.: C.R.S. 24-18-104 (3)(d),(e)

Swink School District #33, Swink, Colorado