

UNIFIED SCHOOL DISTRICT #409

POLICY: CEF

EXPENSE REIMBURSEMENT AND CREDIT CARDS

The superintendent's use of a district motor vehicle and a district credit card shall be confined to necessary school business. The board shall prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of Policy GAN.

Adopted: 12-03-2007

Reviewed: 3-02-2009

Reaffirmed: 3-02-2015

Revised: 3-05-2012, 8-14-2017, 1-13-2020