



Policy of the Board of Trustees

D Series

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EXPENSE REIMBURSEMENTS

North Country Charter Academy personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the school upon submission of a properly filled out and approved voucher and such supporting receipts as required. Such expenses must be approved in advance by the Principal.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Internal Revenue Service

1st Reading: October 20, 2011

2nd Reading: December 15, 2011

Adoption: January 24, 2012

Proposed Reconsideration: January 2016