

EXPENSE AUTHORIZATION AND REIMBURSEMENT

The Board recognizes that some School District business expenses involve initial payment by the school system employee and that such expenses may qualify for reimbursement. The purpose of this policy is to promote financial accountability by requiring prior authorization of expenditures, including but not limited to, travel expenses, and the establishment of procedures for the reimbursement of expenses.

All employee activities to be reimbursed must be approved by the employee's supervising administrator prior to the employee's incurring the expense.

All requests for reimbursement must be itemized on an official MSAD #12 form with receipts attached.

District employees and Board members who incur expenses for activities that have not been approved in advance as required by this policy will be personally accountable for such expenses.

The Superintendent/designee will be responsible for developing a schedule of reimbursement rates for District business expenses including those expenses requiring advance approval and specific rates of reimbursement. The Superintendent/designee shall also develop procedures to address methods and times for submission of requests for reimbursement.

Adopted: April 16, 2025