

 ADRIAN PUBLIC SCHOOLS Policies and Regulations	NEPN Code: DCC
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Fiscal Management

EMPLOYEE REIMBURSEMENT, BUSINESS AND TRAVEL EXPENSES AND CONFERENCE EXPENSES (includes conventions, workshops, seminars, etc.)

All reasonable and necessary expenses incurred may be reimbursed. The request for permission to attend an educational conference or meeting with expenses paid must be submitted to the employee's Principal or Supervisor for approval at least 10 days prior to the scheduled date of the conference/meeting, unless there are extraordinary circumstances.

The Business Office must receive the final request for reimbursement timely, normally within 30 days. The request for reimbursement must be accompanied by documentation of all expenses as noted in DCC-R, even though some of the expenses may have been paid for directly by the School District.

POLICY APPROVED: March 16, 1987

POLICY AMENDED: December 16, 2002
 October 12, 2015