

Superintendent File: DKC

EMPLOYEE EXPENSE AUTHORIZATION

Costs associated with employees carrying out their authorized duties are the burden of the District. Most of these costs shall be paid via District purchase order or District issued procurement card. In rare cases where the employee incurs the expense directly, the District shall reimburse the employee for allowable expenses upon submission of supporting receipts and documentation, provided that prior authorization has been granted by the Superintendent or designee.

Adopted prior to 1974

Revised on the basis of practice: date of manual adoption

Revised: December 13, 1994

Revised: June 20, 2000

Repealed by the Board and revised and re-enacted by the Superintendent: December 3, 2002

Revised: August 28, 2016

CROSS REFS:

DKC-R-1 Employee Expense Authorization/Reimbursement – Mileage, Tolls and Parking

DKC-R-2 Employee Expense Authorization/Reimbursement - Travel Without Students

DKC-R-3 Employee Expense Authorization/Reimbursement - Travel With Students

DKC – E-1 Car Rental Pre-Approval Form

DKC – E-2 Travel Reimbursement Form

DKC – E-3 Mileage Reimbursement Form

Google Site Reference: <https://sites.google.com/a/dcsdk12.org/accounts-payable/travel-mileage>