

Business and Non-Instructional Operations**Expenditures****Expense Reimbursements**

Board members and employees who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required by the Director of Business Services. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board. For employees covered by a flat allowance per month, the mileage rate shall apply when the employee used his/her personal automobile on authorized school business outside of the Watertown Unified School District.

Board members/administrators may be issued a predetermined advance amount of money when going to conventions or workshops. It shall be the responsibility of the individual board member/administrator to explain how he/she spends this advance money by submitting these expenses in an itemized manner on a sheet of paper, indicating total amount of money spent and the balance remaining. Receipts are requested where possible, but more importantly, be sure to return itemized expenses sheet to business manager with leftover monies, if any.

It will be the responsibility of the person authorizing payment of the voucher to determine that vouchers are completed correctly before submission for payment. The following information must accompany all expense vouchers:

1. A copy of a brochure describing event of a convention, workshop, inservice, etc. If none is available, a written description will be provided.
2. If mileage is claimed, place of travel and total number of miles traveled. (If more than one person attend the same meeting, car pooling should be encouraged.)
3. Receipts, if other transportation such as plane, train, or bus is claimed.
4. Receipts, if room fee is claimed.
5. Receipts, if meal charges are claimed.
6. Receipts, if claims are made for registration, parking, and so on.

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