

OPERATIONAL SERVICES

PAYROLL PROCEDURES - EXPENSE REIMBURSEMENT

Reimbursement shall be made to District employees for expenses incurred or expenditures made for pre-approved authorized activities, expenses and/or purchases.

Claims for reimbursement shall detail the nature of the expense and shall be adequately supported by receipts whenever possible.

Adopted: March 10, 1983
Revised: June 10, 1999