

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**671.2**

**EXPENSE REIMBURSEMENT**

Dodgeland School District personnel and School Board members who incur expenses (registration fees, lodging, meals, parking, ground travel, and mileage) in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly completed and approved voucher and such supporting receipts as required by the administration. Such expenses will be approved and incurred in line with budgetary allocations and in accordance with established procedures.

Staff using their personal vehicles will be paid mileage, as authorized by the administration, at the prevailing rate established by the School Board when such travel becomes necessary for the purpose of meetings and completing assigned duties.

Staff members who are advisors for out-of-town events and who drive their own vehicle to the event will not be paid mileage if district provided transportation has been scheduled.

If more than one staff member or School Board member is required to attend the same event when district provided transportation has not been scheduled, the District will reimburse mileage at the ratio of one (1) vehicle per five (5) staff members and/or School Board members.

An accurate daily record of mileage shall be maintained by anyone claiming mileage payments under this policy.

Approved: August 4, 1980

Revised (Lathrop & Clark): July 25, 2011