

## **EXPENSE REIMBURSEMENTS**

Board members, the administrative staff and all other employees who incur expenses in carrying out their authorized duties will be reimbursed if the expense is eligible for reimbursement pursuant to district policies and procedures, if the expense was authorized and if proper documentation of the expense is provided.

Because expenses are reimbursed from public funds, all persons traveling at the district's expense are expected to use good judgment, differentiate between expenditures for business and those for personal convenience and avoid unnecessary fees and excessive charges.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted:

Revised:

Phelps Co. R-III School District, Edgar Springs, Missouri

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