

BOARD POLICY FOR EAU CLAIRE PUBLIC SCHOOLS FOR REIMBURSEMENT OF EXPENSES

The Board of Education will provide for the payment of the actual and necessary expenses, including travel expenses of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board.

The validity of payments for job-related expenses shall be determined by the Superintendent.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent/designee.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may be reimbursed in an amount not to exceed \$200 per event upon written approval of the expenses by the Superintendent.

Board revised: 03/25/2013