

## Travel Expense Reimbursement Policy

Personnel and district officials who incur expenses in performing their authorized duties will be reimbursed upon submission of a properly completed and approved application for reimbursement and such supporting receipts as required by the auditor and/or as outlined in the regulations.

Reimbursement will not be considered compensation. Those participating in such authorized activities are considered to be performing assigned duties and will not be caused to suffer any salary reduction. Persons who travel at school expense should exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience.

The Board authorizes the superintendent to establish regulations setting forth the limitations to all reimbursements.

Adopted: November 05, 1984

Revised: February 02, 1998  
January 27, 2003

Legal Reference: State Travel Reimbursement Act 74, O.S. 500.8  
School Laws of Oklahoma 2002, Section 68, Item 15

Cross Reference:

District #001, Woods County, Oklahoma