

EXPENSE REIMBURSEMENTS

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the District Administrator. Such expenses may be approved and incurred in line with budgetary allocations for a specific type of expense.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board.

A variable reimbursement rate will be based on the price of regular unleaded gasoline posted on the pump at the Deerfield BP or Deerfield Mobil (which ever is lower) established on the 1st of each month. The reimbursement rate will remain the same during the month.

Mileage is always paid on the shortest route basis and the school district is the preliminary point for starting from and returning to unless the claimant's home is closer to the point of:

Cost/Gal. Of Unleaded	Reimbursement		Cost/Gal. of Unleaded	Reimbursement
Up to 1.999	.34		3.500 – 3.999	.54
2.000 – 2.499	.39		4.000 – 4.499	.59
2.500 – 2.999	.44		4.500 – 4.999	.64
3.000 – 3.499	.49		Greater than \$5.00	.69

* In any instance, the allowable reimbursement rate shall not exceed the maximum rate allowable under IRS regulations.