

<b>Harrisburg School District</b>	<b>NEPN Code: DLC</b>
<b>Policy Manual</b>	

## **EXPENSE REIMBURSEMENTS**

Personnel and officials who incur expenses in carrying out their authorized duties will be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the business manager. Reimbursement will be in accordance with Board approved travel allowance, which will comply with the limits established by the State Board of Finance.

Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicle has been authorized, mileage payment will be made at the rate currently approved by the Board, and in accordance with the State Board of Finance.

Legal References: SDCL 3-9 (Travel Expenses and Allowances)  
(§§ 1, 2, 5, 5.1, 5.2, and 8 thru 17)  
SDCL 4-7-10.4 (Budgeting for payment of expenses of board members)  
Governor's Budget Report (odd-numbered years)

Adopted: June 23, 2014

Revised: