

Employees may be reimbursed for actual and necessary expenses incurred on authorized District business which has been approved by the appropriate supervisor. Prior to the reimbursement of such expenses, the employee shall be required to submit expense vouchers and original receipts for such expenses to his/her immediate supervisor and the Business Manager for approval. All expenses shall be submitted no more than 45 days following the incurring of the expense. Reimbursements of expenses after the 45 days shall be at the discretion of the Superintendent.

Overnight expenditures must be approved by the Board prior to the expense.

Approved: February 8, 2010
LEGAL REF: MCL 380.1254; AG Opinion #5272