

# fiscal management

BOARD OF EDUCATION  
COOR INTERMEDIATE SCHOOL DISTRICT

FISCAL MANAGEMENT  
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## **3600 REIMBURSEMENT OF EXPENSES** (Cf. 1168, 3605, 5330)

District personnel, or members of the Board, who incur expenses in carrying out their authorized duties shall be reimbursed by the District to the extent approved or provided in Board policies or duly negotiated agreements upon submission of an approved expense report and supporting receipts. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

Approved: February 8, 2006  
LEGAL REF: MCL 380.1254

### **3600.1 Expense Reports**

To receive reimbursement, a Board member shall obtain pre approval and post approval of the Superintendent or Designee for any overnight travel expenses and submit an expense report with supporting receipts or other evidence to verify each expense incurred.

### **3600.2 Meal Expenses**

The upper limit of District paid expenses for meals may be up to \$100 per day on an exception basis subject to the approval of the Superintendent and submission of itemized meal receipts. Care should be taken to minimize these expenses.

### **3600.3 Out of State Travel (PA 234)**

Out of state travel for Board and ISD employees requires pre-approval and post approval of the Board if that travel is to be reimbursed.

Approved: May 11, 2005  
LEGAL REF: MCL 380.1254