



## **School Policies**

### **DKC - EXPENSE AUTHORIZATION/REIMBURSEMENT (MILEAGE AND TRAVEL)**

Employees shall be reimbursed for expenses associated with mileage and in-state and out-of-state travel as directed and approved by the School Director, and in accordance with the approved budget and Internal Revenue Service current standard mileage rates. Expenses shall not be reimbursed unless approved by the School Director in advance of any travel.

Adopted by Board: October 10, 2017

Revised/Reviewed by Board: April 30, 2019

(continue adding Revised/Reviewed dates)