

Expense Authorization/Reimbursement

The same general policy shall apply to all personnel and district officials in regard to conference/workshop/travel expenses. This policy shall be as follows:

1. Personnel and officials who incur expenses in carrying out their authorized duties shall be given a stipend upon submission of a properly filled out and approved form. This form must be submitted prior to incurring any such expenses. The stipend/payment per day for meals shall be \$35 (\$10 for breakfast, \$10 for lunch and \$15 for dinner). Supporting receipts of all expenses, and any remaining cash must be turned in to the Business Office within 5 business days.
2. Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses.
3. When official travel by personally owned vehicle has been given prior approval, mileage payment shall be made at the rate currently approved by the Board. This rate is 32¢ per mile, or standard government rate, whichever is greater.

ADOPTED: July 21, 1983

REVISED: January 1991, March 1997, April 2003

LEGAL REF.: C.R.S. 24-18-104 (3)(d),(e)