

EXPENSE REIMBURSEMENT

I. POLICY STATEMENT:

The St. Johnsbury School District acknowledges that there may be times when an employee will incur school-related expenses and need to obtain reimbursement for said expenses.

Employees should submit the appropriate reimbursement form with purchase receipts attached to the appropriate administrator for approval. The administration will approve all educationally appropriate expenses if sufficient funds are available to cover the expense.

All expenses must be pre-approved by an administrator.

DATE WARNED: AUGUST 18, 2006
DATE APPROVED: AUGUST 28, 2006

/jsr
Expense Reimbursement