

3440 JOB EXPENSES (M)

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1. All persons authorized to travel on official business must keep a memorandum and receipts of expenditures properly chargeable to the Board.
2. For official travel by other than automobile, the Board Secretary shall arrange for the purchase of tickets in advance.
3. For all official business requiring advance registration and/or reservations for members or employees of the Board of Education, the Board Secretary shall make all necessary provisions and arrangements.
4. In all instance of travel reimbursement, full itemization of expenditures shall be required.
5. When official travel by Board members and/or employees is by means of private vehicles, reimbursements for mileage and tolls shall be made at a rate to be determined by the Board.

Adopted: 17 October 2000

