

Taken from Board Policy:
EXPENSE REIMBURSEMENTS
DJD-R
7-19-2005

2. Meals will be reimbursed at cost up to the maximum amounts specified below:

Breakfast:	\$8.00
Lunch:	\$9.00
Dinner (Supper)	\$20.00
Total	\$37.00

Note: Persons who are entitled to three meals per day may use the entire daily reimbursement (\$37) for one, two or three meals. Receipts must be presented for reimbursement purposes.

5. Miscellaneous – other miscellaneous expenses must be itemized for reimbursement (taxi fare, tips, parking fees, tolls, etc.)
6. An expense voucher will be completed for all reimbursable expenditures. The expense voucher will be considered the official form of the district. This document must contain any documentation (receipts, invoices, etc.) which are necessary to verify the expenditures claims.