

Expense Reimbursement Policy  
Posen Consolidated School District #9  
Board of Education and Employees of Posen Consolidated School

Job Related Expenses – the Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any Staff or Board Member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent’s administrative guidelines.

The Superintendent shall prepare administrative guidelines to implement this policy.

Travel Payment & Reimbursement – Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board. The Board shall establish mileage rates not exceeding the Federal IRS prescribed mileage rate.

All receipts must be turned in for expending personal funds and well as School. Any unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.