

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: DKC

EXPENSE REIMBURSEMENT

The same general policy shall apply to all personnel and district officials in regard to reimbursement of expenses. This policy shall be as follows:

1. Personnel and district officials who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed voucher and any supporting receipts required by the business office. The reimbursement documentation needs to be in the business office by the 5th of each month in order to be paid after the Board meeting of the same month.
2. These expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.
3. Expenses for travel will be reimbursed within district guidelines when the travel has the advance authorization of the principal or the Superintendent. Principals may grant this authorization without prior approval of the Superintendent when the travel expense has been anticipated and incorporated into the optional budget of the particular program involved.

Mileage will be paid at a rate authorized by the Superintendent in accordance with official notice from the State of Wyoming or United States Government that the rate for mileage reimbursement should be changed. The Superintendent will notify the Board of Trustees of the change at the next weekly report.

Expenses within district guidelines will be paid provided that persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience.

Mileage for Traveling Teachers

The district will pay mileage to teachers who are required to travel between schools to perform their teaching duties, from the point of their first teaching assignment of the day to any other teaching center and back, or from the point of their first assignment to any other teaching center and back to their home which ever is shorter.

Mileage Policy for Teacher Substitutes

A substitute teacher who travels thirty (30) or more miles round trip to their place of assignment and back home will be paid at the rate approved by the Board. See Policy File: GCBA-E.

Current practice codified 1977
Adopted: Date of manual adoption
Revised: 10/14/76
Revised: 5/10/79
Revised: 11/8/79
Revised: 3/14/02
Revised: 4/11/06