

Lancaster Community School District

Fiscal Management

**EXPENSE REIMBURSEMENTS**

Decisions on professional leave shall be made by the District Administrator upon application. Prior approval is required before teachers may absent themselves from their teaching duties for professional causes.

After receiving permission to attend a workshop, it is the responsibility of the individual participant to make all arrangements. Whenever possible, the checks should be issued directly to the sponsoring agency, company, or establishment, rather than to reimburse the individual participant. Requests for all checks must be made on an expense voucher which also provides for daily itemization of expenses incurred. All expenses must be verified by receipts.

Items requiring prepayments may be drawn payable directly to the sponsoring agency or establishment, and must be verified with copies of the registration material, letters stating the amount due, or other order (after receiving approval) forms. Registration fees paid personally must have a receipt or some other original proof of expenditures attached to the request for reimbursement.

Advances for expenses may be drawn upon with approval of the District Administrator and shall be verified by receipts after attending the meeting.

Reimbursement shall be made for actual, necessary and reasonable meal expenses, lodging (if necessary) and mileage. Expenditures for alcoholic beverages or movies shall not be allowed as reimbursable items.

CROSS REF.: 163, Board Member Compensation and Expenses  
212, Administrator Professional Development Opportunities  
537, Professional Staff Development Opportunities  
LEA Agreement  
LESP Agreement

APPROVED: August 13, 1997

REVISED: