

**EXPENSE REIMBURSEMENTS**

Personnel and officials who incur expenses in carrying out their authorized duties will be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the Director of Business Services. Reimbursement will be in accordance with Board approved travel allowance, which will comply with the limits established by state law.

Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by a personally owned vehicle has been authorized, mileage payment will be made at the rate currently approved by the Board, and in accordance with-state law.

**Legal References:**            **SDCL 3-9 (Travel Expenses and Allowances)**  
   **SDCL 4-7-10.4 (Budgeting and appropriations for compensation of board members)**

**Notification:**            **07/15/2024**  
**1st Reading:**            **08/12/2024**