

**WEST LINN-WILSONVILLE SCHOOL DISTRICT
SCHOOL BOARD POLICY**

Current File Code: DLC
Date Policy Reviewed and Re-Adopted: 12-04-06

EXPENSE REIMBURSEMENT

Expenses by district personnel in carrying out their official duties shall be reimbursed by the district upon the submission of a properly completed requisition and accompanied by supporting bills or receipts as required by the business office. Such expenses may be approved and charged to the proper budget line item.

Mileage will be paid at current established rates as approved by the board for privately owned vehicles used for official school business.

END OF POLICY