

**West Linn-Wilsonville  
School District 3J**

Code: **DLC**  
Adopted: 12/04/06  
Readopted: 1/11/16  
Orig. Code(s): DLC

**Expense Reimbursements**

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 district or school business.

END OF POLICY

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**Legal Reference(s):**

[ORS 294.155](#)  
[ORS 332.107](#)

[OAR 581-022-1660](#)

I.R.C. § 162 (2006); Business Expenses, 26 C.F.R. 1.162-1 (2006).  
INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES.

**Cross Reference(s):**

BHD - Board Member Compensation and Expense Reimbursement