

**SCHOOL DISTRICT OF THE MENOMONIE AREA**

671.1

**EXPENSE REIMBURSEMENTS**

The costs of transportation, registration, meals, and lodging may be provided by the district for approved travel authorized in advance.

Upon return, the employee or board member shall submit an expense voucher with receipts attached to determine payment due. Official school business travel expenditures, if approved in advance of the trip on the paid leave slip, shall be reimbursed to the employee or board member upon the submission of an expense voucher with receipts attached, in accordance with Exhibit 671.1.

Authorization or denial of all travel, except by board members, shall be made by the supervisor. All interpretations of this policy shall be made by the district administrator.

LEGAL REF.: Sections 118.21 Wisconsin Statutes  
118.24  
120.10(4)  
120.13(16), (32)

CROSS REF.: 164, Board Member Compensation and Expenses  
671.1-Exhibit(2), Expense Report-Reimbursement Request Form

APPROVED: September 13, 1999

REVISED: January 10, 2005  
April 10, 2017

/s/Tammy Schneider  
Clerk