

 Tucson, Arizona GOVERNING BOARD POLICY	POLICY TITLE: Expense Authorization/Reimbursement
	POLICY CODE: DKC

School employees who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of allowable supporting receipts, provided that prior authorization has been granted by the Superintendent or designee.

Reimbursement amounts shall not exceed the maximum amounts established by the Department of Administration of the State of Arizona.

Adopted: June 28, 2011
Reviewed: June 24, 2013
Revised:

LEGAL REF.: A.R.S. §15-342, 38-621 *et seq.*, 38-624

CROSS REF: EEB – Business and Personnel Transportation Services