

SCHOOL DISTRICT OF WAUZEKA-STEUBEN**EXPENSE REIMBURSEMENTS**

Fees for authorized or required attendance at conferences or other District approved events - student field trips, employee training, conferences, and/or other Board approved expense allowances will be paid by the District.

While attending a District-approved professional development conference, lodging offered through the conference organizers will be approved. In circumstances where lodging is not offered through the conference organizers, the employee will seek pre-approval of their choice of lodging taking into account factors such as cost, proximity of the lodging to the event, fees associated with the lodging (e.g., cost of parking vs. free parking), or other amenities that may result in savings to the District (e.g. free or reduced cost breakfast).

Expense allowances may be approved and incurred in line with budgetary allocations only upon authorization of the District Administrator or his/her Designee. The employee shall present itemized expense accounts accompanied by the appropriate receipts. Expense allowances for the approved use of personally owned automobiles shall be reimbursed at a rate established by the IRS.

Cost of meals, hotel rooms, telephone calls, and other business related expenses adequately documented will be reimbursed in accordance with provisions of the current Employee Handbook.

Legal References: Wisconsin Statutes Sections 118.21, 118.24, 120.10(4), 120.13(16) & (32)

Cross References: Employee Handbook, Policy 751.5 Use of Private Vehicles

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