

The superintendent and/or administrator's use of district motor vehicles shall be confined to necessary school business.

All reimbursable expenses shall be confined to necessary school business. The superintendent and/or administrators shall submit receipts to the business office in a timely manner, signed, with a description of the purpose for requested reimbursable expenses.

The board shall monitor monthly receipts and reimbursement expenses. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official superintendent duties shall be reimbursed in accordance with the provisions of board policy, state, and federal law.

Approved: October 6, 2010

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Board Clerk

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Board President