

WESTMORLAND UNION ELEMENTARY SCHOOL DISTRICT

I.

Board Policies Covering All Employees

Board Policy No. 4012: REIMBURSEMENT OF EMPLOYEE EXPENSES

- A. The District shall provide for the payment of the actual and necessary expenses, including travel expenses, of any employee of the District incurred in the course of performing required services for the District, whether within or outside the District.
- B. The Superintendent may authorize an advance of funds for the payment of an employee's actual and necessary expenses as long as the employee files a proper and timely written claim.
- C. The Superintendent may authorize the payment of an employee's actual and necessary expenses as long as the employee files a proper and timely written claim and there are sufficient funds budgeted for such purposes.

Legal Reference:

Education Code sections 44032, 35161

Date Policy Adopted By The Board: August 22, 1989

Date Policy Revised By The Board: May 16, 1995

Date Policy Renumbered By The Board: October 9, 2003 (formerly B.P. 4013)