

## Employee Expense Authorization/Reimbursement

The District shall reimburse employees for authorized expenses relating to travel and job-related duties, unless specified otherwise in an individual employment contract. Such reimbursement shall take place following the submission of a completed and approved District Expense Form or Mileage Reimbursement Form.

Adopted June 26, 1968  
Revised February 13, 1980  
Revised to conform with practice February 8, 1984  
Revised January 8, 1997  
Revised March 23, 2005

LEGAL REF.: C.R.S. 24-18-104 (3)(d),(e) Reimbursement of Expenditures

CONTRACT REFS.: SVVEA Agreement, Article 34—Reimbursement for Travel Expenses