

**2335 (DKC)                      Expense and Travel Reimbursement                      2335 (DKC)**

Milford School District (the District) personnel and officials who incur reasonable general or travel expenses on behalf of the District, or other reimbursable expenses consistent with their contracts, may submit those expenses for reimbursement. The Superintendent shall develop procedures to allow staff to request and receive reimbursement. District staff are responsible to follow these procedures.

Reimbursement for expenses related to a federal grant must additionally comply with the provisions of Policy 2331(DAF).

Adopted:     10/01  
Revised:     12/06, 2/13, 4/26