

CEF Expense Reimbursement and Credit Cards

CEF

The superintendent's use of a district motor vehicle and a district purchase card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of purchase cards and shall monitor, at least once a month, receipts and reimbursement expenses. Purchase card use shall be reported monthly to the board. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

Approved: 5/05