


<p>Tucson Unified School District</p>  <p>Tucson, Arizona</p> <p>GOVERNING BOARD POLICY</p>	<p>POLICY TITLE: Expense Authorization/Reimbursement</p>
	<p>POLICY CODE: DKC</p>

School employees who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of allowable supporting receipts, provided that prior authorization has been granted by the Superintendent or designee.

Reimbursement amounts shall not exceed the maximum amounts established by the Department of Administration of the State of Arizona.

Adopted: June 28, 2011

Revision:

Review:

LEGAL REF.:

A.R.S. §15-342

A.R.S. §38-621 *et seq.*

A.R.S. §38-624

CROSS REF: EEB – Business and Personnel Transportation Services