

**Personnel**

**Expenses**

The Board of Education shall reimburse employees for expenses necessary for the performance of their duties, which have been approved by the Superintendent. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

Employees must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses, attaching receipt to the voucher if possible. Expense vouchers shall be presented to the Board of Education in its regular bill process.

Mileage

Please refer to the “Agreement Between The Rockford Board of Education School District 205 and Local 692 of Council 31 of The American Federation of State, County, Municipal Employees, AFL-CIO.”

LEGAL REF.:

CROSS REF.:

Adopted: July 8, 1997