

Expense Reimbursement and Credit Cards

CEF

(See CG, GAN and KB)

The superintendent's use of a district motor vehicle and a district credit card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses.

All rewards points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for accounting and deposit.

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: 12/13/82; 3/13/00/ 6/11/07; 12/12/11

KASB Recommendation – 6/01; 7/02; 4/07; 6/15

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