

West Bonner County School District

ADMINISTRATION

6340

Administrative Personnel Expenses

All advanced payments of administrator's expenses for travel, lodging, and food for district related activities must receive the superintendent's advance approval. A district credit card is available (limited use) for extended trips; the District Business Manager shall issue the district credit card and monitor its use.

Travel outside the state of Idaho must have prior approval of the superintendent for expenses to be reimbursed to the administrator. Administrators will be reimbursed based upon receipts.

Legal Reference: I.C. § 33-506 Organization and government of board of trustees

Policy History:

Adopted on: March 12, 2008

Revised on: