

**EXPENSE AUTHORIZATION / REIMBURSEMENT**

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

Reimbursement amounts shall not exceed the maximum amounts established pursuant to A.R.S. 38-624(C). Mileage reimbursement will be limited to 44.567 cents per mile. The maximum allowed by statute will be allowed for meals, lodging, and other approved reimbursements.

*Adopted: 1/20/99  
Amended: 12/18/2013  
Amended: 09/18/15*

