

EXPENSE AUTHORIZATION/REIMBURSEMENT

Unless otherwise provided by law, Colorado Springs School District 11 (the District) personnel and officials, including but not limited to Colorado Springs School District 11 Board of Education (the Board) members, who incur expenses in carrying out their authorized duties shall be reimbursed for their reasonable and appropriate expenses at District-approved rates by the submission of a properly filled out and approved Request for Check and such supporting receipts as required by the Financial Services department. Expense reimbursement documentation shall be approved by the employee's supervisor or Division Head designee as indicated on the Signature Authorization Record. The Board President or designee shall approve expense reimbursement documentation submitted by the Superintendent.

Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses.

The Board is committed to working in close harmony with the community. However, District personnel or officials shall not expend public monies where such expenditure is prohibited by law, nor shall they be reimbursed for any such personal expenditure. For example, except as otherwise provided by law, public monies shall not be used for the purpose of contributing to the nomination, retention, or election of any person to any public office, nor shall public monies be used to reimburse District employees or officials for any such personal contribution. In addition, the District does not reimburse for traffic or parking violations.

Current practice codified 1980
Revised January 1985
Revised September 1993
Revised October 1996
Revised April 1999
Revised September 1999
Revised April 13, 2011
Reviewed November 14, 2012
Reviewed September 14, 2016
Revised October 23, 2019

LEGAL REF.: C.R.S. 1-45-117
C.R.S. 22-32-110(1)(i) & (n)
C.R.S. 24-18-104(3)(d) & (e)

CONTRACT REFS.: Colorado Springs Education Association Master Agreement
Executive/Professional Meet and Confer Handbook
Education Support Professionals Meet and Confer Handbook

CROSS REF.: Colorado Springs School District 11 Board of Education Operating and
Procedures Manual
BID-BIE, Board of Education Member Compensation and Expenses/
Insurance/Liability
DKD, Travel Policy
DKD-R, Regulation to Travel Policy
KCA, School Community Relations