

General Personnel

Expenses

The Governing Board shall reimburse employees for reasonable expenses necessary for the performance of their duties, provided the expenses have been approved by the Director or designee. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required. Mileage will be reimbursed in accordance with the IRS rules and regulations and at the current IRS rate.

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

Professional Conference Days, Mileage Reimbursement

Please refer to the current Professional Negotiation Agreement between Special Education Association of Kendall County and Kendall County Special Education Cooperative.

LEGAL REF.: 105 ILCS 5/10-22.32.

ADOPTED: September 8, 2010