

VOUCHERS – PAY REQUESTS

Pursuant to article 13.7B of the Master Contract, the following reimbursement procedures will be followed:

1. All requests for payments must be authorized and approved and signed by the curriculum director, principal, and/or superintendent;
2. Requests must be on the approved form and state fully the nature of the request;
3. All requests must be related to the curriculum or workshops outside the school day;
4. Lunch hours will not be reimbursed. Meals will be reimbursed in the amount according to Policy #401.7 and its accompanying regulations.
5. Travel time to and from meetings will not be reimbursed by the District.
6. School vehicles will be used to travel to and from meetings. If vehicles are not available, mileage will be paid at a rate set forth by District policy