

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

**I.**

**Board Policies Covering All Employees**

Board Policy No. 4014:            **REIMBURSEMENT OF EXPENSES FOR EMPLOYEE**

- A.     The Superintendent shall develop and implement guidelines, including maximum amounts for reimbursement of actual and necessary expenses incurred in the course of performing required services for the District, whether within or outside the District.
  
- B.     The Superintendent may authorize an advance of funds for the payment of an employee's actual and necessary expenses as long as the employee files a proper and timely written claim.
  
- C.     The Superintendent may authorize the payment of an employee's actual and necessary expenses as long as the employee files a proper and timely written claim and there are sufficient funds budgeted for such purposes.

Legal Reference:

Education Code sections 44032, 35161

Date Policy Adopted By The Board: July 23, 2001