

## EMPLOYEE EXPENSE REIMBURSEMENT

Employees of the district may be reimbursed for expenses incurred, while employed by the district at the direction of the W.A.P.A. Board of Directors, for attendance at school related meetings.

Employees are also reimbursed for mileage at the IRS approved mileage rate, if they are using their own vehicle to drive to approved school related meetings. It shall be the responsibility of the employee to provide administration with appropriate supporting documents in accordance with the administrative procedures of the District.

BOARD Policy

Marvin L. Winans Academy of Performing Arts