

**PERSONNEL****General Personnel – Expenses**

The School Board shall reimburse employees for expenses necessary for the performance of their duties provided the expenses have been approved by the Superintendent or designee. If the anticipated expense amount exceed total budget amounts, prior Board approval is required.

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

LEGAL REF: 105ILCS 5/10-22.32

REVISED: October 5, 1993

REVISED: April 3, 2007

REVIEWED: November 24, 2008, June 26, 2012