

### **3600 Reimbursement of Expenses (Cf. 1168, 5330)**

District personnel, or members of the Board, who incur expenses in carrying out their authorized duties shall be reimbursed by the District to the extent approved or provided in Board policies or duly negotiated agreements upon submission of an approved voucher and supporting receipts as required by the Chief Financial Officer. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicle has been authorized, mileage payments shall be made at the rate authorized by the Board.

Approved: February 19, 2009

LEGAL REF: MCL [15.321](#)-330; [129.221](#) et. seq.; [129.241](#) et. seq.; [380.621a](#); [380.1217a](#); [380.1254](#)