

<p>School Code 517</p>	<p><u>Reimbursement</u></p> <p>The Administrative Director or designee shall prepare procedures for the reimbursement of travel expenses which include:</p> <ol style="list-style-type: none">1. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.2. Travel shall be by the most direct and economical route.3. In all instances of reimbursement, full itemization of expenditures shall be required, with receipts attached.
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