

**BETHEL SCHOOL DISTRICT #52**  
**BOARD OF EDUCATION POLICY STATEMENT**

Subject: **Expense Reimbursement**

Policy Number: **DLC** Effective Date: **11/2020**

Date of Original Policy and Revisions: **1/04, 10/05, 10/08, 11/10, 1/12, 9/16**

Cancels Policy No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Date of Next Review: **11/2023**

**POLICY**

Bethel School District Employees and Bethel School Board Members may be reimbursed for reasonable and necessary expenses actually incurred on school business. When these individuals incur expenses in their official capacities, they will submit required documentation to the District for reimbursement. The District shall reimburse travel expenses that arise from professional development and other expenditures. Procedures for payments are in Administrative Rule DLC.

**REPORTS**

None.

**ATTACHMENTS**

None.

**END OF POLICY**

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**REFERENCES / COMMENTS**

[ORS 332.018\(3\)](#)

[Bethel Administrative Rule DLC: Expense Reimbursement](#)