

## Personnel

### General Personnel - Expenses

The Board of Education shall reimburse employees for expenses necessary for the performance of their duties which have been pre-approved by the Superintendent or designee.

The Board of Education may make advancements to employees and Board Members for anticipated reasonable convention, travel and business expenses.

Employees must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher. Expense vouchers consistent with reimbursement guidelines shall be presented to the Board of Education in its regular bill process.

### Travel Reimbursement

**Please refer to an Agreement Between the Board of Education of School District 200 and Classified Employees Association; and**

**The Agreement Between the Board of Education Community Unit School District 200 and Wheaton Warrenville Education Association.**

Adopted:        October 11, 1995