

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 exceeds budgeted 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 Board in its regular bill process.

Mileage

Please refer to the “Agreement between the District #24 Board of Education Millburn Community Consolidated School, Lake County, Illinois and the Millburn Federation of Teachers.”

LEGAL REF.: 105 ILCS 5/10-22.32.

UPDATED: July 22, 2013