

<b>Adopted</b>	<b>December 3, 1997</b>
<b>Revision Date</b>	<b>April 18, 2016</b>
<b>Review Year</b>	<b>2020</b>

**Background/Purpose:**

One of the main sustaining principles of Aurora School is that of volunteerism. Having said that, there is a need to accommodate and reimburse certain expenses incurred by employees, Board members, and volunteers on behalf of the school.

**Policy Statement:**

From time to time employees, Board members and volunteers incur expenses in the performance of school-related duties for which they should be reimbursed. This policy does not apply to professional development.

**Guidelines:**

The Board authorizes the Superintendent and/or Principals to pre-approve expense claims up to \$500.

**Accountability:**

*Monitored on a five year cycle as part of the Board of Directors annual work plan.*

**References:**

*AR 4030 Expense Reimbursement*