

Woodbury Leadership Academy

Adopted: May 27th, 2014

Revised: January 13, 2021

Board Approved: February 25, 2021

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school business expenses that involve initial payment by an employee and qualify for reimbursement from Woodbury Leadership Academy; and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school business expenses to be reimbursed must be approved by the Executive Director.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the reimbursement form and submitted to the Executive Director with receipts attached and must be submitted within the same fiscal year. Reimbursement to employees will be processed within 30 days from submission of reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the state of Minnesota. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.