

VIRTUAL LEARNING ACADEMY CHARTER SCHOOL POLICY
EXPENSE REIMBURSEMENTS

DKC

School personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the school if a properly completed and approved purchase order is approved prior to incurring the expense and providing such supporting receipts as required after incurring the expense.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at a rate equal to the standard mileage rate published by the Internal Revenue Service.

All travel outside of New Hampshire must have prior approval of the CEO.

Law Reference:
Appendix Reference:
Date Adopted:
Revision Dates:
Last Review Date: