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annually and revised as appropriate.

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EXPENSE REIMBURSEMENT REGULATION

The district reimburses district employees, officials and members of the Board of Education for

Transportation

most reasonable fare available

and

payment of a higher fare due to a late booking.

Lodging

for that location

determined by the organization sponsoring the event, the traveler will not be reimbursed for a rate higher than the predetermined rate. Notwithstanding what the reimbursement rate is, hotel accommodations at a rate other than the

<https://www.irs.gov/irs>

when the rate is pre-determined

secure a room for travel reimbursement