**Board Memo**

**DATE:** 11/22/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources

**Product Vendor or Grant Issuer**

Not Applicable

**Product or Grant Name**

Revision to Policy 03.125 – Expense Reimbursement

**Date/Term (Beginning and End Dates/Year)**

Upon Approval

**APPLICABLE BOARD POLICY:**

01.5 – School Board Policies

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

A recent financial impact audit of the district’s special education programs led to the review of our expense reimbursement policy for certified employees and the need to revise the policy to align with our current classified employee reimbursement policy and state travel regulations.

The changes to policy 03.125 will ensure that the district remains in compliance with reimbursement rates for employees required to travel on official district business.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

No budgetary impact

**Funding Source**

N/A

 **\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

It is recommended that the Board deem this an ‘emergency’ and approve the revisions to Policy 03.125 – “Expense Reimbursement”

**CONTACT PERSON: (submitter)**

Eric Ball, Director of Human Resources