

**EXPENSE REIMBURSEMENT**

It is the policy of the Holdenville Board of Education to reimburse itemized and necessary expenses incurred by employees or members of the board on educational trips authorized and necessary expenses incurred transacting school business. Employees must complete and submit to the superintendent for approval a travel authorization sheet (green sheet) prior to travel in order to receive reimbursement.

REFERENCE: 70 O. S. 5-117