

## **General Personnel**

### **Expenses**

The Board of Control shall reimburse employees for expenses necessary for the performance of their duties, provided the expenses have been approved by the Executive Director or designee. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

Employees must submit to the Executive Director an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher if possible. Expense vouchers shall be presented to the Board of Control in its regular bill process.

### **Out-of-State Travel**

The Executive Director will have the authority to approve out-of-state travel. SASED staff are allowed out-of-state travel only with the approval of the SASED Executive Director who will ensure the travel is consistent with Board approved reimbursement rates and administrative guidelines. Staff will only attend out-of-state programs and activities which are not available in Illinois and attendance at which will directly benefit SASED.

### **Reimbursement for Mileage/Travel**

Employees who are required to travel in the course of their assigned duties shall be reimbursed at the prevailing rate per mile authorized by the Internal Revenue Service (for deductions without documentary evidence) for all approved mileage to perform their assigned duties.

Mileage will be reimbursed for travel between the first working site of the day and the last working site of the day. Mileage is not reimbursed for travel from the employee's home to the first working site or from the last working site to home unless the employee's home has been approved by the Executive Director or designee as the employee's primary office. Reimbursement claims shall be filed pursuant to procedures established by the Executive Director.

### **Reimbursement of Staff Personal Property**

In general, the Board of Control will not accept the responsibility for the repair or replacement of property of employees. Under special circumstances, exceptions may be made for the repair or replacement of personal property as determined by the Executive Director or designee.

LEGAL REF.: 105 ILCS 5/10-22.32.

ADOPTED: October 28, 2009

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