

**Linn Benton Lincoln  
Education Service District**

Code: **DLC**  
Adopted: 6/9/99  
Revised: 12/13/16

**Allowable Expense and/or Reimbursements**

The ESD will reimburse for authorized expenses incurred for professional growth and/or job requirements. Expenses necessary for attendance at authorized meetings, conferences, and conventions may, at the discretion of the Superintendent, be reimbursed to staff.

Individuals requesting reimbursement are expected to exercise good judgment when incurring expenses and accomplishing the purpose of the travel. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified in the performance of official duties are not acceptable. Any additional expenses incurred for personal preference or convenience is the responsibility of the individual.

The Board authorizes the Superintendent to establish administrative regulations to implement this policy. Regulations will include provisions for the use of private and rental vehicles, insurance coverage, expense reimbursement, and accounting procedures.

Payment or reimbursement for personal expenses, including expenses and travel to places of entertainment or other personal pursuits using state funds or resources, is not allowed at any time.

END OF POLICY

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**Legal Reference(s):**

[ORS 294.155](#)

[ORS 334.125\(7\)](#)

[OAR 581-024-0240](#)

INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES (2005).

**Cross Reference(s):**

BHD - Board Member Compensation and Expense Reimbursement