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2 **EXPENSE REIMBURSEMENTS**

3 **Shaker Regional School District (SRSD)** personnel and officials who incur expenses
4 in carrying out their authorized duties may be reimbursed by the **SRSD** after pre-
5 approval by the Superintendent or Business Administrator, submission of a properly
6 filled out and approved voucher, and such supporting receipts as required.

7 When official travel by personally owned vehicle has been authorized, the
8 Superintendent may authorize a mileage payment at the rate published by the IRS.