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2 **EXPENSE REIMBURSEMENTS**

3 **Shaker Regional School District (SRSD)** personnel and officials who incur pre-
4 approved by the Superintendent or Business Administrator expenses in carrying out
5 their authorized duties may be reimbursed by the **SRSD** upon 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.