

3600 Reimbursement of Expenses (Cf. 1245, 5190)

Agency personnel, or members of the Board, who incur expenses in carrying out their authorized duties shall be reimbursed by the Agency to the extent approved or provided in Agency policies, or state law upon submission of an approved voucher and supporting receipts. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

No reimbursement for any travel, conferences, meetings, seminars, or visits involving an overnight stay for any employee will be issued unless such travel has been approved, in advance, by the Superintendent or his/her designee as per policy 5190. Both a pre-travel and post-travel form must be submitted and approved.

Approved: July 15, 2010

LEGAL REF: MCL [380.1254](#); PA 234 of 2004 (Enrolled HB 4338.)