

**CEF Expense Reimbursement and Credit Cards (See CG, GAN and KB) CEF**

The executive director's use of a service center motor vehicle and/or a service center credit card shall be confined to necessary service center business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses.

All rewards points or cash back payments earned using service center credit cards are service center property and shall be either applied to future district credit card purchases or remitted to the service center treasurer for accounting and deposit.

Expenses for service center travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

Approved: SCKESC Board of Directors 10/2008, 2/2016