

EXPENSE REIMBURSEMENTS

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administrator responsible for business affairs. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by a personally owned vehicle has been authorized, mileage payment shall be made at the rate approved by government.

All travel outside New England must have the written approval of the Superintendent of Schools.

DATE:

Adopted:
Reviewed:
Revised: October 18, 2004
Cancellation: