

EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur approved expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by personally-owned vehicle is authorized, mileage payment will be made at the rate currently approved by the Internal Revenue Service (IRS).

To the extent budgeted for such purposes in the school budget, approval of travel requests by School Committee members must have prior approval of the School Committee. Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the school district.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 40:5; 44:58

Adopted:	February 16, 1995
Revised:	September 30, 2000
Revised:	November 20, 2014
Revised:	January 10, 2019
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