

EXPENSE REIMBURSEMENTS

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

When official travel by a personally owned vehicle is authorized, mileage payment will be made at the prevailing IRS rate. However, employees with contractual in-district travel arrangements will not be eligible for in-district travel reimbursement.

Approval of expense reimbursement will be as follows:

1. Expenses by School Committee members must have prior approval of the School Committee.
2. The Superintendent must approve all reimbursements for district personnel
3. Each individual request will be judged on the basis of its benefit to the school district.

SOURCE: MASC

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

CROSS REF: BID