

## **EXPENSE REIMBURSEMENTS**

Personnel and school department officials who incur 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 original receipts required by the Superintendent. Expenses should be approved in advance whenever possible by the immediate supervisor to ensure availability of funds and sustain an internal control.

When official travel by personally-owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the School Committee and/or Board of Selectmen. However, a monthly travel stipend in an amount established by the School Committee may be paid to the Superintendent and others authorized by the School Committee who are required to travel regularly within the school system on official business. Such payments will be made to said individuals on a bi-weekly basis via the payroll process.

To the extent budgeted for such purposes, in the school budget, approval of travel requests will be as follows:

1. Travel by School Committee members have prior approval of the School Committee
2. Each individual request will be judged on the basis of its benefit to the school system.

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

**First Reading:** May 2, 2011  
**Second Reading:** May 16, 2011  
**Approved:** May 16, 2011

**Reviewed, revised and updated:** January 23, 2019