

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 receipts required by the Superintendent.

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

To the extent budgeted for such purposes in the school budget, approval of travel requests by the Superintendent will be judged by the benefit to the school system.

Legal Refs.: MGL 40:5; 44:58

First Reading: waived

Second Reading: August 4, 2008

Adopted: August 4, 2008