

EXPENSE REIMBURSEMENTS

School Department personnel and officials who incur expenses in carrying out their authorized duties will be reimbursed by the School Department upon submission of a properly filled out and approved voucher with such supporting receipts as required by the Business Manager. 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 will be made at the rate currently approved by the School Committee and within state law limitations. Employees whose regular assignments involve school-to-school travel may be covered by a flat allowance per month, however, and the mileage rate applied only when such employee uses his personal automobile on authorized school business outside the District.

A traveler on official school business will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations will not be considered prudent, nor will they be accepted.

Cross Reference: Professional Staff Visitations and Conferences (GCLA)

Adopted: 1988