

**Personnel – Certified/Non-Certified**

**Travel Reimbursement**

The Board of Education (Board) will reimburse employees of Amity Regional School District No. 5 (ARSD) who incur expenses in carrying out their authorized duties. Authorization for reimbursements must be obtained in writing from the employee’s supervisor prior to incurring such expenses. Immediately upon returning from a business trip the individual will prepare and submit for approval by the Supervisor and Business Office a travel expense voucher. Receipts must be submitted for all individual expenditures. Travel expenses will be paid for the employee only.

Reimbursement for mileage shall be at the rate established by the Internal Revenue Service. Other incurred travel expenses shall not exceed the rates established by the Internal Revenue Service.

A traveler on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business.