

Monomoy Regional School District
~~School Committee Reimbursement~~

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

1. The School Committee shall serve without compensation, unless otherwise eligible under city or town charter or regional agreement. No member of a School Committee in any town shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which their town participates.
2. Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.
3. Reimbursement to the aforesaid members of any expense shall be limited to meals, lodgings, and transportation and shall not include any non-member's expenses.
4. Reimbursement shall not include items specified in M.G.L.A. Chap. 44, Section 58, namely wine, liquors, or cigars and further shall not include any alcoholic beverages or any form of tobacco.
5. All items submitted for reimbursement shall be itemized and substantiated by copies of bills and meal slips on official stationery from restaurants or motels. Mileage shall be computed from portal to portal and be reimbursed at the rate established by the I.R.S. Any other transportation used other than the member's own automobile for which reimbursement is sought, shall have the proper substantiation, e.g., flight ticket, train ticket, and so forth.
6. Any request for reimbursement shall be submitted in duplicate on authorized forms to the Superintendent.
7. All requests for reimbursement shall be signed by the Superintendent on both voucher copies. The complete set shall be retained in the Superintendent's office, the other to be sent to the Town Accountant after formal approval of the School Committee.
8. If any voucher or request is not approved by the Superintendent, the submitted forms shall be returned to the applicant with a written statement by the superintendent indicating the reason for said non-approval.
9. No reimbursement shall be approved unless the above is strictly adhered to.

SOURCE: MASC – Updated 2022
LEGAL REFS.: M.G.L. 40:5; 71:52
CROSS REF.: BIBA, School Committee Conferences, Conventions, and Workshops

Adopted: March 13, 2013

Revised: