

**BARRE UNIFIED UNION SCHOOL DISTRICT #097
POLICY****Code: F 1****1st READING: 11/8/2023
2nd READING: 11/29/2023
ADOPTED: 11/29/2023**

TRAVEL REIMBURSEMENT**Statement of Policy**

It is the policy of the Barre Unified Union School District (BUUSD) to reimburse the reasonable expenses for travel for school business on an actual cost basis, by its employees, school board members and volunteers, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the BUUSD. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities.

Administrative Responsibilities

The superintendent or designee shall establish written procedures to implement this travel reimbursement policy. Such procedures shall include:

1. The types of expenses that are covered, such as airfare, car rental, lodging, meals, tolls, parking, and mileage;
2. Expenses that are excluded, such as alcohol;
3. Spending Limits;
4. Methods of prior approval; and
5. Time frame for reimbursement