

Holbrook Public Schools

EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur authorized expenses in carrying out their 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 Committee, aligned with the Internal Revenue Service standard mileage rate.

If attending a workshop, seminar, etc., reimbursement for meals is allowed, if not included as part of the workshop or seminar program. A maximum of \$50 per diem will be allowed for meal reimbursement.

To the extent budgeted for such purposes in the school budget, approval of travel requests by School Committee members must have prior approval of the School Committee. Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the school district.

Source: MASC 2021

Legal Refs.: M.G.L. 40:5; 44:58

Adopted: September 5, 2007

Amended: September 24, 2008, May 18, 2010, April 13, 2022