

EXPENSE REIMBURSEMENTS

Personnel and school department officials in the North Middlesex Regional School District 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 be made at the Internal Revenue Service standard mileage rate. However, employees with contractual in-district travel arrangements will not be eligible for in-district 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.

LEGAL REF.: M.G.L. 40:5; 44:58

SOURCE: MASC 2021

Adopted by the NMRSD School Committee:

Original Adoption:

Informational Review: 02/09/2022

NMRSD First Vote: 03/07/2022

NMRSD Adoption: 04/11/2022
