

TRAVEL EXPENSE AUTHORIZATION/REIMBURSEMENT

Purpose: The Bristol Warren Regional School Committee recognizes that certain responsibilities of individual staff members require travel to conduct school business and reasonable and appropriate expenses will be paid by the District. Travel expenses that may be reimbursed include, but are not limited to: mileage related to the use of a private vehicle, transportation, registrations, meals, and lodging.

A. Private Vehicles and Mileage Reimbursement

In District Mileage: In-district travel, including travel between schools, will not be reimbursed unless stipulated in a Collective Bargaining Agreement or employment contract. This includes staff who travel to a different building on an ad-hoc basis for purposes including, but not limited to, meetings or professional development.

Out-of-District Mileage: Out-of-district travel for approved purposes will be reimbursed according to the following provisions:

1. Authorization for mileage reimbursement shall be requested in advance to the Superintendent of Schools or designee
2. Only miles traveled for performance of school business shall be reimbursed.
3. Records of mileage must be kept and submitted for reimbursement as soon as practicable but no later than 60 days after travel has been completed in accordance with the procedure set forth by the district Office of Finance & Administration.
4. Staff shall be reimbursed at the current mileage rate established by the Internal Revenue Service.
5. Final approval for any reimbursement shall be made by the Superintendent of Schools or designee.

B. Travel Expense Reimbursement: Travel expenses for approved purposes will be reimbursed according to the following provisions:

1. Authorization for all travel reimbursement shall be requested in advance to the Superintendent of Schools or designee using the pre-approval form.
2. Only travel expenses related to the performance of school business shall be reimbursed. This includes travel related to approved professional development activities.
3. All requests for reimbursement of travel expenses must be submitted as soon as practicable but no later than 60 days after travel is complete. Requests for reimbursement must be accompanied by **original** receipts showing itemized purchases and proof of payment.
4. Meal Expenses
 - i. Meals will be reimbursed up to \$60 per day for all days of travel.
 - ii. Food, non-alcoholic beverages, taxes, and a reasonable tip (not more than 20% of the bill) are reimbursable.

- iii. Alcohol is never reimbursable.
- iv. Meals for out-of-district travel that do not require an overnight stay are not reimbursable.
- v. All meal reimbursement requests must be accompanied by the **original** receipt showing the itemized food bill and proof of payment.

POLICY ADOPTED: February 27, 2023