

EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts for all expenses.

When official travel by personally-owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the Internal Revenue Service.

To the extent budgeted for such purposes in the school budget, approval of travel requests will be as follows:

1. Travel by School Committee members must have prior approval by the School Committee.
2. Any travel request with estimated expenditures of more than \$2,000 must be approved in advance by the Committee. Travel requests for less than \$2,000 may be approved by the Superintendent.
3. Each individual request will be judged on the bases of its benefit to the school system.

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