Expense Reimbursements

Policy Information

Series D - Fiscal Management Expense Reimbursements

Policy# DKC

FILE: DKC

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 aligned with the Internal Revenue Service standard mileage rate.

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 or designee. Each request will be judged on the basis of its benefit to the school district.

SOURCE: MASC 2021

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

Adoption Date: 4/5/2023
D - Fiscal Management