



Orange Southwest School District

24 Central Street, Randolph, VT

802-728-5052

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REQUIRED¹

TRAVEL REIMBURSEMENT

Statement of Policy

It is the policy of the Orange Southwest School District to reimburse the reasonable expenses for travel for school business on mileage basis in lieu of actual costs by its employees, school board members and volunteers, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Orange Southwest School District. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities.

Administrative Responsibilities

The superintendent or designee shall establish written procedures to implement this travel reimbursement policy. Such procedures shall include:

1. The types of expenses that are covered, such as airfare, car rental, lodging, meals, tolls, parking, and mileage;
2. Expenses that are excluded, such as alcohol;
3. Spending limits;
4. Method of prior approval; and
5. Time frame for reimbursement.

<i>VSBA Review Date</i>	August 15, 2023
<i>Date Warned</i>	May 13, 2026
<i>Date Adopted</i>	June 17, 2026
<i>Legal References</i>	2 CFR 200.475
<i>Cross References</i>	

¹ 2 CFR 200.475