

File: DKC

**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 required by the Superintendent.

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

Approval of travel requests will be as follows:

1. Travel by School Committee members must have prior approval of the School Committee.
2. Any travel request with estimated expenditures of more than \$500 must be approved in advance by the Committee. Travel requests for less than \$500 may be approved by the Superintendent.
3. Each individual request will be judged on the basis of its benefit to the school system.

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

CROSS REF.: BID, School Committee Member Compensation and Expenses