

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 generally be made at the rate currently set by the Internal Revenue Service. However, a monthly travel stipend, in an amount established by the Committee, may be paid to the Superintendent and others authorized by the Committee who are required to travel regularly within the school system on official business.

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. The Superintendent may approve staff travel requests within budgetary limits. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the school district.

REVISED: May 21, 2019

SOURCE: MASC

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