

**EXPENSE AUTHORIZATION/REIMBURSEMENTS**

Personnel and school department officials who incur pre-approved 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 itemized receipts required by the Superintendent.

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate established by the IRS.

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. 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.

The Superintendent shall publish regulations, procedures and/or exhibits to implement this policy.

SOURCE: MASC August 2016

LEGAL REF.: M.G.L. [40:5](#); [44:58](#)