

TRAVEL EXPENSE REIMBURSEMENTS

Personnel and Attleboro School Department officials who have pre-approval to attend workshops, conferences, and the like and 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 when applicable and as established by contract or the established IRS 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.

Source: MASC

Legal References:

- M.G.L. 40:5; 44:58