

PROCEDURES FOR TRAVEL REIMBURSEMENT

Prior approval must be made by the Superintendent and/or Assistant Superintendent to obtain reimbursement for out-of-state travel expenditures. When submitting the travel expense and mileage form, the following conditions should be met.

- For mileage reimbursement, the following information must be submitted: the place driven, the number of miles, the beginning and ending odometer reading, and approval by the department head.
- The School Department will reimburse to a maximum of \$40/day for meal expenses when itemized receipt is attached. Reimbursement will not be made for alcoholic beverages.
- It is encouraged that hotel rooms be shared (when possible) when travelling out-of- the state. Reimbursement for hotel costs will be made only when an itemized receipt is submitted along with proof of payment (cancelled check or credit card statement).
- Reimbursement will be made when receipts are submitted as proof of travel.
- If driving instead of flying, reimbursement will be made up to the amount of the airfare.
- Rental vehicles will only be reimbursed when driven in USA or Canada. Original receipt for rental car is required. An individual should request only sub-compact or compact cars when available. Larger groups may request a van or larger vehicle. It is suggested that anyone renting a vehicle purchase the "collision damage waiver" insurance through vehicle rental agencies. If the vehicle is used for both personal and school travel, note the proportion of personal use on the voucher. The School Department will not pay for time on which the vehicle is used for personal use.
- Any parking costs will need a receipt for the period-of-time the vehicle was parked in an established parking lot.
- Requests for mileage reimbursement must be made by the end of the month following travel. Travel in June must be submitted by July 5.
- Mileage reimbursement rates are subject to ordinance, grants, and/or collective bargaining agreements, as appropriate.

Reference: Attleboro Public Schools Internal Controls and Business Procedures

School Committee Approved: 6-18-12