

## EXPENSE REIMBURSEMENTS

District and SAU #68 personnel and officials who incur expenses, approved in advance by the Superintendent or his/her designee, in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense. Non-approved expenses less than \$50.00 can be approved on a case by case basis. i.e. When staff need to purchase something and cannot get approval in advance.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the current IRS rate.

All travel whether inside or outside of New England must have the prior written approval of the Superintendent of Schools or his/her designee.

First Reading:	January 8, 2002
Second Reading:	January 22, 2002
Adopted:	January 22, 2002
First Reading:	September 25, 2007
Second Reading:	October 9, 2007
Revised:	October 9, 2007
First Reading:	September 26, 2018
Second Reading:	October 10, 2018
Revised:	October 10, 2018