

EXPENSE REIMBURSEMENTS

Personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of properly filled out and approved vouchers and such supporting receipts as are required by the Director of Finance and Operations. Employees are expected to follow appropriate purchasing procedures utilizing purchase orders signed by the Director of Finance and Operations in advance of purchases.

Reimbursement for the use of private vehicles shall be at a mileage rate set by the Board of Selectmen, and, for employees who are members of bargaining units, in accordance with the applicable Collective Bargaining Agreement. School personnel whose regular assignments require them to travel between schools shall be entitled to mileage reimbursement at the current and appropriate rate.

Adopted: November 21, 2011

CROSS REFS.: CBD, Superintendent's Compensation and Benefits
GCBC, Professional Staff Fringe Benefits
DJ/DJE, Purchasing and Contract Authority