

Holbrook Public Schools

EXPENSE REIMBURSEMENTS

Personnel and school department officials 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 a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the Town of Holbrook.

If attending a workshop, seminar, etc., reimbursement for meals is allowed, if not included as part of the workshop or seminar program. A maximum of \$50 per diem will be allowed for meal reimbursement.

Please note that reimbursement for meals is only allowable for the town employee. Alcoholic beverages are never a reimbursable expense. An original meal receipt must accompany the voucher.

To the extent budgeted for such purposes in the school budget, approval of travel requests will be as follows:

1. Travel by School Committee members must have prior approval of the School Committee.
2. All travel requests must be approved in advance by the Superintendent or designee.
3. Each individual request will be judged on the basis of its benefit to the school system.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:5; 44:58

Adopted: September 5, 2007

Amended: September 24, 2008, May 18, 2010