



EXPENSE REIMBURSEMENTS

Personnel and officials who incur expenses in carrying out their authorized duties will be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the business manager. Receipts will be required for all expenses. Reimbursement will be in accordance with Board approved travel allowance, which will comply with the limits established by the State Board of Finance.

Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicle has been authorized, payment for reimbursement of fuel will be made. With few exceptions, motor fuel charges are to be made against a school credit...in lieu of reimbursement of fuel payment.

School district employees and members of the Board will be reimbursed for certain out-of-pocket costs incurred while traveling out of the district for school-related activities.

Only expenses essential to the purpose of the trip will be reimbursed. Expenditures for telephone calls home, entertainment and similar expenses are personal in nature and are not reimbursable.

Receipts will be required for all expenses. This includes receipts for meals, airline tickets, motel bills, taxi or other airport transportation, and all other expenditures.

The maximum allowable reimbursement for meals will be based on current state rates (in-state or out-of-state). The school district will not reimburse an employee for any alcoholic drinks even if they are part of a meal and the total cost of the meal falls below the state rate.

With few exceptions, motor fuel charges are to be made against a school credit card...in lieu of any mileage payment. Pre-approved mileage allowance when traveling by private automobile will be based on current state rates.

Lodging/rooms will not be provided at school district expense if the event is within a sixty (60) mile radius from Groton, unless pre-authorized by the administration.

[Amended: 11/14/11]