

EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur **prior approved** 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 personally-owned vehicle is authorized **in advance**, mileage payment will generally be made at the rate currently approved by the town.

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. Any travel request, with estimated expenditures of more than \$1,000, must be approved in advance by the School Committee. Travel requests, for less than \$1,000, may be approved by the Superintendent.
3. Each individual request will be judged on the basis of its benefit to the Granby Public Schools.

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

Revised February 7, 2005

Adopted October 6, 2003

Granby Public Schools – 2003