

**EXPENSE REIMBURSEMENTS**

District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the district, subject to prior approval, upon submission of a properly filled out and approved voucher and such supporting receipts as required by the office of the superintendent. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense; for example, staff development, meetings and procurement of incidental operations and maintenance supplies.

Mileage, meals and lodging reimbursement rates will be announced by June 15 for the following school year.

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

All travel outside New England must have the prior written approval of the superintendent of schools.

**ADOPTION: 1/4/93**  
**SOUHEGAN**