

EXPENSE REIMBURSEMENTS

Expense reimbursements require pre-approval.

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 be made at the rate currently approved by the Mayor. When meals are part of travel reimbursement, payment amounts will conform with city meal reimbursement guidelines.

A monthly travel stipend, in an amount established by the Committee, will be paid to the Superintendent, Assistant Superintendent, Business Manager, and others authorized by the Committee who are required to travel regularly within the school system on official business. The Superintendent will assure personnel assigned to travel between schools are recommended for an annual travel allowance so anticipated expenses are efficiently handled for both employee and city.

Approval of travel requests will be as follows:

1. Travel by School Committee members must have prior approval of the School Committee.
2. Out-of-state and overnight travel by the School Superintendent must have prior approval of the School Committee.
3. Travel by all school department employees must have prior approval of the Superintendent.

SOURCE: MASC LEGAL REFS:

MGL 44:58 No city or town shall pay a bill incurred by any official thereof for wines, liquors or cigars.
Town Charter, Section 4-4 (c) Expenses - Subject to appropriation and to prior authorization, the School Committee members shall be entitled to reimbursement of their actual and necessary expenses incurred in the performance of their duties.

Policy Subcom 1st review: 5.4.16; 2nd review September 7, 2016.
3rd review by subcommittee 9.7.2016;
1st Reading by School Committee 9.14.16
4th Review by subcommittee 9.29.2016
2nd Reading and vote by school committee on 11.9.16