

## EXPENSE REIMBURSEMENTS

*[SH: This amendment stresses that all expense reimbursement requires pre-approval, clarifies who provides the pre-approval, and corrects that the mileage reimbursement for all city employees is set by the Mayor. It standardizes amounts for meal reimbursement and suggests efficiencies of paperwork for certain employees.]*

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 generally be made at the rate currently approved by the ~~Committee~~ Mayor. **When meals are part or travel reimbursement, payment amounts will conform with city meal reimbursement guideline**

~~However,~~ **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.**

~~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 must be approved in advance by the Committee.~~  
**Out-of-state and overnight** travel by the School Superintendent must have prior approval of the School Committee.
3. ~~Each individual request will be judged on the basis of its benefit to the school system.~~  
Travel by all school department employees must have prior approval of the Superintendent.

SOURCE: MASC LEGAL REFS:

~~MGL 40:5; (has to do with towns)~~

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 1<sup>st</sup> review: 5.4.16; 2<sup>nd</sup> review September 7, 2016.

**3<sup>rd</sup> review by subcommittee 9.7.2016;**

1<sup>st</sup> Reading by School Committee, September 2016

**4th Review by subcommittee 9.29.2016 Recommend SC Vote to Approve on 10.12.2016**

