

EXPENSE REIMBURSEMENTS

P3506

School personnel and officials who incur approved expenses in carrying out their authorized duties may be reimbursed upon submission of a properly filled out and approved voucher and such supporting receipts as required by the Superintendent. Such expenses may be approved and incurred in line with budgetary allocations for the type of expense.

When official travel by a personally owned vehicle has been authorized, payment shall be made at the rate currently used by the IRS.

All travel outside of the state must have the prior written approval of the Superintendent.

Massachusetts General Law References:

M.G.L. 40:5 – Authorization for Appropriations

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Policy Reviewed:
Policy Revised:

WESTFORD PUBLIC SCHOOLS
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