

POLICY RELATING TO SCHOOL COMMITTEE OPERATION***REIMBURSEMENT FOR TRAVEL EXPENSES OF
SCHOOL COMMITTEE MEMBERS***

The Wachusett Regional School District will reimburse School Committee members for privately-owned vehicle expenses, including mileage, parking and tolls, incurred in connection with District business conducted outside the Wachusett Regional School District.

Mileage shall be reimbursed at rates established by the United States Internal Revenue Service for standard business expenses. All claims for mileage, parking, and toll reimbursement for the use of a personal vehicle must be submitted by the School Committee members to the Business/Finance Subcommittee with appropriate documentation no later than thirty days after the date that the expense was incurred.

All claims for reimbursement shall be made on District approved forms and shall include a statement of the purpose of the travel, the date of travel, the total mileage, and the parking and toll costs (if any). Receipts for parking and tolls should be attached to the form for reimbursement. Three members of the Business/Finance Subcommittee and the Chair of the Wachusett Regional District School Committee shall sign the approval form.

First Reading: 03/24/08
Second Reading: 041408

WRSDC Policy 1432