

File: DKC

EXPENSE REIMBURSEMENTS

Staff who incur expenses in carrying out their authorized duties will be reimbursed by the HPS District 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 Internal Revenue Service. Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the District.

To the extent budgeted for such purposes in the District budget, approval of travel requests by Committee members must have prior approval of the Committee.

LEGAL REFS.: M.G.L. 40:5; 44:58

This policy was updated and approved by the Hingham School Committee on 4/25/22