

Travel Reimbursement

Policy

It is the policy of the Essex North Supervisory Union to reimburse the reasonable expenses for travel for school business by its employees, school board members and volunteers, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Essex North Supervisory Union. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities. Prior approval from the superintendent or his or her designee will be required.

Implementation

Pursuant to this policy and consistent with relevant collective bargaining agreements, the superintendent or his or her designee will establish written procedures to govern the reimbursement and method of prior approval for the following: air/rail travel, meals, lodging, and mileage.

Date Warned: September 10, 2018
Date Adopted: October 15, 2018
Legal Reference(s): 2 CFR 200.474