

**DKC –EXPENSE REIMBURSEMENTS**

Personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed, subject to prior approval, upon submission of a properly filled out and approved voucher and such supporting receipts as required by the office of the superintendent. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense; for example, staff development, meetings and procurement of incidental operations and maintenance supplies.

Mileage, meals and lodging reimbursement rates will be announced annually for the following school year.

All travel outside New England must have the prior written approval of the Superintendent or his/her designee. Expenditures and mileage reimbursements for the Superintendent will be approved by the SAU board chair.

Revised: November 4, 2019

Revised: October 19, 2017

Revised: May 8, 1995

Adopted: May 3, 1990 (Amherst)