

COMMON POLICY FOR FRANKLIN CENTRAL SUPERVISORY UNION ST.
ALBANS TOWN EDUCATIONAL CENTER, ST. ALBANS CITY SCHOOL,
FAIRFIELD CENTER SCHOOL, BELLOWS FREE ACADEMY UNION HIGH
SCHOOL DISTRICT #48, AND NORTHWEST TECHNICAL CENTER CODE

Travel Reimbursement

Policy:

It is the policy of the Franklin Central Supervisory Union to reimburse the reasonable expenses for travel for school business on a per mile basis 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 Franklin Central 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. Procedure E15.

Date Adopted:
Date Revised:

Legal Reference(s): 2 CFR 200.474