

PROCEDURE WSD317

WINOOSKI SCHOOL DISTRICT EMPLOYEE TRAVEL EXPENSES

1. The following expenses are reimbursable as approved by the Superintendent of Schools:
 - a) use of personal vehicle at the rate allowed by the Internal Revenue Services per mile.
 - b) parking, toll and similar fees.
 - c) meals as appropriate.
 - d) lodging if necessary.
 - e) conference or other fees as required.
2. With the exception of the mileage reimbursements all other requests for reimbursement must be supported with receipts.
3. Prior approval is necessary for reimbursement for lodging and conference fees.
4. The employee must request reimbursement by completing a District Reimbursement for Travel Expenses form (see attached) within 30 days of completion of the activity.
5. All requests for reimbursement will be processed in the same manner as all other bills.
6. When available, employees shall use a district vehicle for travel, except when transporting students. Carpooling is encouraged.

Reviewed and Updated: September 30, 2015

