

WINOOSKI SCHOOL DISTRICT
POLICY ON TRAVEL REIMBURSEMENT

Policy:

It is the policy of the Winooski School District to reimburse the reasonable expenses for travel for school business on the combination of actual cost (Mileage at IRS rate and lodging expenses) and per diem for meals 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 Winooski School District. 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.

PROCEDURES: (also referred to as rules or regulations) are the specific directions that indicate exactly how school personnel and others will carry out the policies adopted by the School Board. Procedures will be developed by the Superintendent in consultation with staff and are attached. Procedures may change more frequently than the underlying policy and do not require adoption by the Board.

Reviewed and Updated:

1st Reading: June 13, 2018

2nd Reading: August 22, 2018

Approved by Board of School Trustees: August 22, 2018

Legal Reference(s): 2 CFR 200.474

Cross Reference(s):