

## TRAVEL REIMBURSEMENT

### POLICY

It is the policy of the South Burlington School District to reimburse the reasonable expenses for travel for school business on an actual cost basis and actual mileage 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 South Burlington 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.

Date Policy Warned:	July 19, 2017
Date Policy Considered:	August 2, 2017
Date Policy Adopted:	August 16, 2017

Signed:

  
Elizabeth Fitzgerald, Chair

  
Martin LaLonde, Clerk

  
Bridget Burkhardt

  
Alex McHenry

  
Steve Wisloski