

## **Thetford Town School District**

### **CODE F1 Travel Reimbursement (Required)**

**Date Warned:** 04-13-21

**Date Adopted:**

**Date Revised:**

**Date Reviewed:**

#### **Policy**

It is the policy of the Thetford Town School District/Supervisory Union) to reimburse the reasonable expenses for travel for school business on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Thetford Town School District/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.