



Policy

It is the policy of the Two River Supervisory Union School Districts to reimburse the reasonable expenses for travel for school business on a mileage basis in lieu of actual costs incurred 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 Two River Supervisory Union School Districts. 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 designee will be required.

Implementation

Pursuant to this policy and consistent with relevant collective bargaining agreements, the superintendent or designee will establish written procedures to govern the reimbursement and method of prior approval for the following: air/rail travel, meals, lodging, and mileage.

District/Board:	Replaces Policy	Review Only	First Read	Date Warned	Date Adopted
Two Rivers Supervisory Union			04/06/2023	04/24/2023	05/04/2023
Green Mountain Unified School District			04/20/2023	05/08/2023	05/18/2023
Ludlow-Mount Holly Unified Union School District			04/12/2023	05/01/2023	05/09/2023