

EXPENSE REIMBURSEMENT

The Berlin Central School District Board of Education establishes that District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submittal of a properly completed and approved voucher and such supporting receipts as may be required by the school business official. Expenses may be approved for reimbursement when they are incurred in line with budgetary allocations.

When official travel by personally owned vehicle has been duly authorized, mileage payment shall be made at the rate currently approved by the Board.

References

Education Law Secs. 1604(27); 1709(30); 2118; 3023; 3028

General Municipal Law Sec. 77-b