

**Personnel - Certified/Non-Certified**

**Travel: Reimbursement**

1. Waterford Board of Education members who travel at district expense shall be reimbursed by the school system upon submission of a properly filled out and approved voucher with supporting receipts. Reimbursable expenses may include travel, lodgings, and registration fees. A standard rate for meal reimbursement shall be established by the Board of Education.
2. The Superintendent of Schools and the Assistant Superintendent of Schools shall be reimbursed in the same manner for out of district travel.
3. Staff personnel below the level of Assistant Superintendent of Schools who incur expenses for travel as approved by the Superintendent or designee shall be reimbursed in the same manner.
4. Such expenses may be approved and incurred in line with budgetary appropriations for the specific type of expense.
5. The per mile reimbursement for staff members for approved business travel which requires the use of a personal vehicle shall be the current Internal Revenue Service (IRS) rate.
6. All travel of staff personnel shall be made in a mode most advantageous to the school system, as determined by the Superintendent.

(cf. 9250 - Remuneration and Reimbursement)

Policy adopted:  
Policy revised:

April 15, 2004  
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WATERFORD PUBLIC SCHOOLS  
Waterford, Connecticut