

Windham School District	DKC
--------------------------------	------------

EXPENSE REIMBURSEMENTS

District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required.

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

All travel outside New Hampshire must have the prior written approval of the Superintendent.

Legal References:

Windham School Board	Policy Code: DKC
Revised: November, 1999	
Revised: July, 1998	