

**DKC**

Pittsfield School District

**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 current IRS rate, unless a different rate is established by vote of the Board.

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

Reading: Marcy 9, 2006  
Adopted: March 16, 2006  
Reading: October 1, 2009  
Adopted: November 5, 2009  
Reviewed: February 1, 2018