

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

CHESTERFIELD 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 England must have the prior written approval of the Superintendent.

Adopted by CSB: 10/8/07