

WINDHAM SOUTHWEST SUPERVISORY UNION

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TRAVEL REIMBURSEMENT

Statement of Policy

It is the policy of the Windham Southwest Supervisory Union to reimburse the reasonable expenses for travel for school business on *mileage basis in lieu of actual costs incurred by its employees, school board members and volunteers, to the extent that budgeted funds permit.*

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Windham Southwest Supervisory Union. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities.

Administrative Responsibilities

The superintendent or designee shall establish written procedures to implement this travel reimbursement policy. Such procedures shall include:

1. The types of expenses that are covered, such as airfare, car rental, lodging, meals, tolls, parking, and mileage;
2. Expenses that are excluded, such as alcohol;
3. Spending limits;
4. Method of prior approval; and
5. Time frame for reimbursement.

<i>VSBA Review Date</i>	August 15, 2023
<i>Date Warned</i>	May 7, 2025
<i>Date Adopted</i>	August 6, 2025
<i>Legal References</i>	2 CFR 200.475
<i>Cross References</i>	