

File: D14

EXPENSE REIMBURSEMENTS

Upon the recommendation of the Superintendent, authorization will be granted to school administrators, teachers and other staff members to attend meetings and conferences in and out of state and to be reimbursed for travel expenses.

The Chicopee Public Schools will follow the City of Chicopee Travel Policy for reimbursement. All expenses must be documented with substantiating receipts. All travel vouchers must be submitted monthly to the Director of Budget and Human Resources for reimbursement.

All staff members who are requested to attend conferences, meetings, etc. and all staff members requesting to attend functions must request approval for expenses and will be reimbursed for appropriate costs.

Legal Refs.: M.G.L. 40:5

1st reading: Reg SC Mtg 6/16/2010

2nd reading: Reg SC Mtg 7/7/2010

**Please refer to the City of Chicopee Travel Policy (File: D14.1) located in the Chicopee Public Schools Procedures Manual.*