

DKC – PERSONAL EXPENSE REIMBURSEMENT

Wilton-Lyndeborough Cooperative School 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 Wilton-Lyndeborough Cooperative School Board.

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

Employees whose responsibilities require regular purchases outside the purchase order process shall be provided a District Procurement card (p-card). Any employee with an issued p-card shall not be reimbursed for any purchase unless such purchase is not allowed under the p-card procedures.

First Reading: February 22, 2012

Second Reading: March 27, 2012

Final Adoption: March 27, 2012