

File: DKC

EXPENSE REIMBURSEMENTS

School Department staff members who incur expenses in carrying out their authorized duties may be reimbursed by the School Department, provided that prior approval was obtained, and that a properly-completed requisition, including supporting receipts, is submitted.

When official travel via personally-owned vehicle is authorized, mileage payment will be made at the rate currently approved by Town of Sharon, unless covered otherwise by contract of employment.

Legal Refs.: M.G.L. 40:5, Authorization of Appropriations
 M.G.L. 44:58, Certain Purchases Prohibited

Revised: April 11, 2012