

**Addison Northeast Supervisory Union and Member School Districts
(Bristol, Lincoln, Monkton, Mt. Abraham Union High, New Haven, Starksboro)
Boards of Directors' Policy**

Policy Area: Business & Non-Instructional Operations: E11

Policy Subject: **TRAVEL REIMBURSEMENT**

It is the policy of the Addison Northeast Supervisory Union (and the School Districts' of Bristol, Lincoln, Monkton, New Haven, Starksboro and Mount Abraham Union/Middle High School) to reimburse the reasonable expenses for travel for school business on an actual cost basis for travel, lodging, meals and tolls by its employees, school board members and volunteers, to the extent that budgeted funds permit. Mileage will be reimbursed at the IRS mileage rate at the time of travel. Any and all requests for reimbursement should be requested within 60 days of the travel event date in accordance with accountable plan guidelines. Requests outside the 60 day reimbursement date will be reimbursed as a taxable event to the employee and recorded in their pay.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Addison Northeast Supervisory Union (and the School Districts' of Bristol, Lincoln, Monkton, New Haven, Starksboro and Mount Abraham Union/Middle High). The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities. Prior approval from the superintendent or his or her designee will be required.

Implementation:

Pursuant to this policy and consistent with relevant collective bargaining agreements, the superintendent or his or her designee will establish written procedures to govern the reimbursement and method of prior approval for the following: travel, meals, lodging, and mileage.

	ANESU	Bristol	Lincoln	Monkton	Mt. Abraham	New Haven	Starksboro
Date Approved for Posting	6/27/17	6/27/17	6/27/17	6/27/17	6/27/17	6/27/17	6/27/17
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