

**REIMBURSEMENT REQUESTS**  
(School Administration & Fiscal Management)

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1. Requests for reimbursements for authorized expenses, including authorized mileage, incurred by School District employees and School Committee members must be submitted on the appropriate forms to the appropriate site manager by the tenth (10<sup>th</sup>) of the month immediately following the month the reimbursable expenses were incurred. The site manager will then forward them to the School Business Administrator for approval. The only exception to this is all requests for reimbursable mileage and other expenses incurred in June must be submitted by the last day of June to facilitate the close of the fiscal year.
2. This policy does not address course reimbursement.
3. Approval for reimbursement must be granted by Administration prior to purchase for all employees & School Committee members.

Legal Reference:  
cf. (XXX)

Approved: 2/9/99  
Approved: 2.25.2020