

SCHOOL COMMITTEE POLICY

Policy # 99

EMPLOYEE TRAVEL POLICY

Employees are prohibited from approving their own travel plans and reimbursement.

The Department Head must approve all travel reimbursements in advance for all employees; by the Superintendent of Schools for Department Heads; and by the Chairperson of the School Committee for the Superintendent of Schools.

Employees must complete and submit the "Travel Reimbursement Form".

Cash advances are not issued for any travel expenses.

Employees must provide a detail listing of actual expenses along with appropriate itemized vendor invoices or receipts within one week upon return from travel.

Reimbursements will only be made for invoices and receipts consistent with the approved dates and locations.

Reimbursements will be made for meals only with the submission of the original meal slip showing the name of the restaurant, the date of the order, and a detail listing of items ordered and the cost.

Expenses paid directly to a vendor prior to the travel must not be duplicated on expense reimbursements, i.e. employees must not submit meal reimbursements if the pre-paid conference fees included meals.

The Medway Public Schools will reimburse the following types of travel: a. Air-coach class only. Employees are prohibited from flying first-class. b. Train-sleeper travel where overnight travel is required. c. Bus-coach class.

Actual costs for taxicabs, rental cars, parking garages, shuttle buses, etc. are reimbursed with original receipts.

By State law, the Medway Public Schools does not reimburse expenses for alcoholic beverages.

The employee must pay costs for spouse or children, i.e. the Medway Public Schools pays the single hotel/motel room rate and the employee pays additional costs above the single rate.