



## MANDATORY POLICY

|                         |                               |
|-------------------------|-------------------------------|
| <b>CATEGORY:</b>        | Non-Instructional Operations  |
| <b>TOPIC:</b>           | F1 Travel Reimbursement       |
| <b>EFFECTIVE:</b>       | 06/19/2015                    |
| <b>CROSS-REFERENCE:</b> | 2 CFR 200.474                 |
| <b>REVISION DATE:</b>   |                               |
| <b>RESPONSIBILITY:</b>  | Executive Director of Finance |

### **INTENT STATEMENT:**

This policy is intended to fulfill the requirements of 2 CFR 200.474.

### **POLICY:**

It is the policy of the Burlington School District to reimburse the reasonable expenses for travel for school business on a mileage basis for miles traveled and an actual cost basis for other travel expenses incurred by its employees and school board members, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Burlington School District. 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.

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: air/rail travel, meals, lodging, and mileage.

### **SUPPORTING DOCUMENTS:**

**YAW OBENG – SUPERINTENDENT**

150 Colchester Avenue, Burlington, VT 05401 | 802-865-5332 | [www.bsdt.org](http://www.bsdt.org) |