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**BSD Policy F1**

# **BURLINGTON SCHOOL DISTRICT POLICY**

## **CODE F1: TRAVEL REIMBURSEMENT**

### **Purpose**

This policy is intended to fulfill the requirements of 2 CFR 200.475.

### **Policy**

It is the policy of Burlington School District to reimburse the reasonable expenses for travel for school business on a mileage basis for miles traveled and on 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 Burlington School District. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities.

### **Administrative Responsibilities**

The superintendent or designee shall establish written procedures to implement this travel reimbursement policy. Such procedures shall include:

1. The types of expenses that are covered, such as airfare, car rental, lodging, meals, tolls, parking, and mileage;
2. Expenses that are excluded, such as alcohol;
3. Spending limits;
4. Method of prior approval; and
5. Time frame for reimbursement.

<i>BSD Version:</i>	<i>BSD F1 Policy (updates 2019 policy)</i>
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<i>Second Reading:</i>	<i>April 1, 2025</i>
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<i>Legal Reference(s):</i>	<i>2 C.F.R. 200.475</i>
<i>Cross Reference:</i>	