

**Hampton School District Policy**

**Section:** D  
**Code:** DKC  
**Title:** Expense Reimbursements  
**Category:** O (Optional)  
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### **EXPENSE REIMBURSEMENTS**

District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required.

When official travel by a personally owned vehicle has been authorized, mileage payment shall be made at the rate approved by the Board.

All travel outside New England must have the prior written approval of the Superintendent.

**DATE:**  
**Adopted:** May 5, 1986, September 14, 2010  
**Reviewed:** August 2010  
**Revised:** August 16, 2004  
**Cancellation:**