

**CANDIA SCHOOL DISTRICT
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 by the administrator responsible for business affairs. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When school business travel by a personally owned vehicle has been authorized, mileage payment shall be made at the rate currently provided by the Internal Revenue Service.

Travel outside New Hampshire for courses, conferences, and/or seminars must have the prior written approval of the Superintendent of Schools or his/her designee.

Adopted: February 3, 2000
Revised: February 10, 2022