

---

**PEACHAM SCHOOL BOARD POLICY  
POLICY ON EXPENSES**

---

Prepared for 1<sup>st</sup> reading: 10/14/99

Original Policy Warned: 10/23/99

Adopted: 11/11/99

---

Copies to: Principal: \_\_\_ School Library: \_\_\_ Board Members: \_\_\_ CCSU: \_\_\_ Town Clerk: \_\_\_ Town Library: \_\_\_

---

**Approval Required For Activities Involving Expenses**

Professional development activities including expenditures for travel, lodging and meals shall require the principal's prior approval, and for the principal shall require the superintendent's prior approval.

Such employee expenses shall be administered in accord with the terms of the employment contract, or when not provided in the employment contract, by the principal's prior approval.

Expenses for other activities provided by specific policies shall be administered in accord with policy provisions.

**Travel Expenses**

Expenses for automobile travel will be reimbursed per the terms of employment contracts. Absent such contracts, travel will be reimbursed at the IRS rate.

Expenses for travel by other means (air, rail, etc.) may be authorized by approval prior to the expenditure by the principal or superintendent. Expenses above those amounts for which prior approval has been obtained may be reimbursed, subject to prudent travel planning.

**Lodging And Meal Expenses**

Lodging and meal expenses will be reimbursed in amounts not to exceed daily maximum amounts to be established annually by the Peacham board of directors. At the date of initial passage of this policy the board will establish these maximum amounts for the current fiscal year. Thereafter each June the board will establish the amounts to be applied in the succeeding fiscal year.

When the circumstances of a particular activity may or will require lodging or meal expenditures in excess of the board's established maximum amounts, the principal, upon an individual's request, may grant reimbursement of these excess amounts.

Expenses for the purchase of alcoholic beverages will not be reimbursed.

**Procedures**

The principal will develop and administer procedures for implementing this policy for the staff, and the superintendent will develop procedures for the principal.