

DKC-R Expense Reimbursement

Expense vouchers and documentation supporting them will be submitted for approval to the principal or central office unit head for submission to the Associate Superintendent/Business Manager. Normal procedures for subsequent approval and processing of invoices and claims will pertain to expense vouchers.

For reimbursement of travel expenses, advance approval of the trip must be obtained. Such approval for special trips must be requested two weeks in advance on forms available in school offices and must be approved by the principal or central office unit head and by the Superintendent.

Out of state travel must be approved by the Superintendent. For approved out of state travel, employees may make travel arrangements through the agency with which the school system does business and have fares billed directly to the school system.

Personnel who are required to use their own automobiles for interschool travel and who are entitled to mileage should submit mileage records and vouchers through their principal or unit head to the Deputy Superintendent/Business Manager.

Agawam Public Schools