

POLICY RELATING TO PERSONNEL MANAGEMENT

REIMBURSEMENT MILEAGE, PARKING, TOLLS

The Wachusett Regional School District will reimburse District employees for privately-owned vehicle expenses incurred in connection with conducting District business including: mileage, parking and tolls.

The District will not reimburse commuting expenses. If an employee conducts District business on the way to or from the employee's residence, the District will only reimburse mileage and tolls attributable to the difference between the distance traveled and toll expenses incurred to accomplish the District's business and the distance and toll expenses involved in the employee's regular commute. The District will not pay for or reimburse parking tickets, traffic fines, towing or vehicle repairs for an employee's privately-owned vehicle.

Mileage shall be reimbursed at rates established by the United States Internal Revenue Service for standard business expenses. All claims for mileage, parking, and toll reimbursement for the use of a personal vehicle must be submitted by the employee to the Superintendent, or his/her designee, with appropriate documentation no later than thirty (30) days after the date that the expense was incurred. Reimbursement claims by the Superintendent must be submitted to the Business/Finance Subcommittee with appropriate documentation no later than thirty (30) days after the date that the expense was incurred.

All claims for reimbursement shall be made on district approved forms and shall include a statement of the purpose for the travel, the date of the travel, the total mileage, and the parking and toll costs. Receipts for parking and tolls should be attached to the form for reimbursement.

If there is a conflict between this policy and the terms of a collective bargaining agreement applicable to an employee seeking reimbursement, the terms of the applicable collective bargaining agreement shall prevail.

School Committee members shall be entitled to reimbursement for privately owned vehicle expenses incurred in conducting School Committee business outside of the District approved by majority vote of the School Committee. Such approval may be given before or after the event at the discretion of the School Committee.

POLICY RELATING TO PERSONNEL MANAGEMENT

REIMBURSEMENT MILEAGE, PARKING, TOLLS (continued)

Reimbursements will be made upon the same terms and conditions specified above.

First Reading: 01/10/06

Second Reading: 01/24/06

WRSDC Policy 5273.2