

**AUBURN 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 personally owned vehicles has been authorized, mileage payment shall be made at the rate provided by the Internal Revenue Service.

Travel outside New Hampshire for courses, conferences, and workshops must have the written prior approval of the Superintendent.