

Personnel—Non-Certified**Travel; Reimbursement**

The Board of Education shall reimburse employees and officials of the district for actual and necessary expenses incurred while using private vehicles for out-of-district school business, or while attending authorized meetings or conferences.

Staff members attending educational conferences or on official school business approved in advance by the Superintendent of Schools or designee may be reimbursed for other expenses, including hotel room, meals and registration within the allowance approved in advance of the trip.

Use of School-Owned Vehicles

Staff members assigned a school-owned vehicle shall use the vehicle only for school or town business.