

Rutland Southwest Supervisory Union  
Middletown Springs Town School District  
Tinmouth Town School District

Ira Town School District  
Poultney Town School District  
Wells Town School District

## **Mileage and Travel Reimbursement Policy**

**Code # E-518**

### **Policy:**

It is the policy of the Rutland Southwest Supervisory Union and its member districts that employees shall be reimbursed for approved mileage and travel expenses. Mileage reimbursement will be based on the Internal Revenue Service mileage rate at the time of travel. Mileage and travel reimbursement requests submitted after 60 days from the date of expenses will be processed through payroll and subject to tax withholding per IRS regulations. Mileage and travel reimbursement requests submitted after 90 days are subject to Principal/Business Manager/Superintendent approval. All reimbursements for the fiscal year must be submitted to Accounts Payable within the Business Office "Year End Close" parameters, which will be e-mailed to all employees annually by May 15<sup>th</sup>.

	Date Adopted	Replaces Policy
Rutland Southwest Supervisory Union	1/24/11	None
Ira Town School District	See RSWSU	None
Middletown Springs Town School District	1/20/11	None
Poultney Town School District	1/11/11	None
Tinmouth Town School District	1/10/11	None
Wells Town School District	2/9/2011	None