

**PERSONNEL****TRAVEL REIMBURSEMENT**

Unless otherwise provided in applicable collective bargaining agreements, the Board of Education shall reimburse personnel at the prevailing I.R.S. rate per mile for travel- related expenses incurred while conducting official school business or attending conferences and other professional activities located outside the school district. To be eligible for such reimbursement, personnel must obtain the prior approval of his or her supervisor, (or in the absence of the supervisor, the Superintendent of Schools) and submit related receipts.