## **EXPENSE REIMBURSEMENTS**

District personnel and officials may incur expenses in carrying out their authorized duties. Prior approval for payment must be obtained by submission of a properly filled out and approved voucher. Supporting receipts are required for reimbursement

All travel outside New Hampshire must have prior written approval of the superintendent.

Mrs. Priscilla Colbath, Chairperson Mrs. Judith Nason Mrs. J. Lisbeth Olimpio Mrs. Vivian Macedo Mr. Stephen Brown Adopted by the Board: 14 March 2001 Reaffirmed by the Board: 6 May 2002 Revised by the Board: 19 September 2012