

Southwest Vermont Regional Technical School District	Travel Reimbursement	Policy 3150C
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- 1 A. It is the Policy of The Southwest Vermont Regional Technical School District to reimburse
2 reasonable and necessary travel expenses incurred for authorized SVRTSD [District] travel.
- 3 B. This policy applies to all employees and non-employees who travel on authorized District
4 business, regardless of the funding source. If travel is being charged to a sponsored project
5 whose terms are more restrictive than those of the District, the term of the grant or contract
6 apply.
- 7 C. Under no circumstances will the District reimburse for the purchase of alcoholic beverages.
- 8 D. Travel reimbursement procedures listed in the Administrative Regulations are subject to
9 change at any time. Please contact the Business Office if you have any questions regarding a
10 travel reimbursement procedure.

Southwest Vermont Regional Technical School District	Date Warned	Date Adopted	Date Reviewed
	10/17/16	11/23/16	

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Administrative Regulations