

REIMBURSEMENT POLICY

Town of Maidstone

PURPOSE. The purpose of this Reimbursement Policy is to establish a policy for anyone who requests any reimbursement.

The following steps need to be followed for reimbursement:

- 1. A pre-approved request by the Selectboard before any registration or hotel rooms are reserved.**
- 2. The federal mileage rate will be paid per mile traveled. The form must provide complete from and to address with mileage listed.**
- 3. Meals will be reimbursed with an itemized meal receipt; no alcoholic beverages will be reimbursed. If meals are provided at training, you will not be reimbursed for meals.**
- 4. Hotel rooms will be reimbursed if the training or meeting is more than 75 miles from your home.**
- 5. All receipts along with travel reimbursement form must be approved by the Selectboard prior to reimbursement.**

The foregoing Policy is hereby adopted by the Selectboard and the treasurer of the Town of Maidstone Vermont, this 14 day of January 2020 and is effective as of this date until amended or repealed.

Douglas Ford Chairperson

Paul Simon

Bradley M. Kelly

Bonnie Lowell Town Clerk

TOWN OF MAIDSTONE
TRAINING APPROVAL FORM

NAME: _____

DATE OF TRAINING: _____

PURPOSE OF TRAINING: _____

LOCATION: _____ # OF MILES: _____

OVERNIGHT REQUESTED (CIRCLE ONE): YES OR NO

ADDITIONAL INFORMATION:

SIGNATURE _____

DATE _____

APPROVED _____

DATE _____