

Board of Selectmen TOWN OF BROOKFIELD

Town Policy 08 - 01:

Re-imbusement for Travel Expense and Training Opportunities

The Town of Brookfield appreciates the service provided by both the elected and appointed town officials serving on the various boards, commissions and committees, as well as town employees serving at the pleasure of the Board of Selectmen. The following policy applies to all individuals, who in the course of their business obligations for the town, incur expenses for travel.

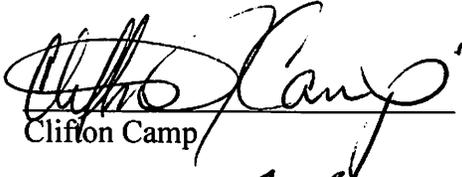
Committees, Boards and Commissions: Each organized body in the town shall have within its annual budget an expense line for the re-imbusement of both travel and educational/training opportunities. All reimbursed expenses are to be pre-approved by a quorum of the designated body in advance of any travel or training, and so noted in the minutes of the body. Individuals will submit an itemized bill to the Chair of the body within 30 days after the expense is incurred for re-imbusement. Bills submitted after that time period will be handled at the discretion of a quorum of the body in a public meeting. Travel not pre-approved by the body will not be reimbursed. Travel will be reimbursed at the current rate set by the Selectmen on an annual basis following after town meeting and published in their minutes.

Town Employees: Each Town department shall have within its annual budget a line for re-imbusement for travel expenses and educational/training opportunities. Approval for expenditures from these lines will be approved by a quorum of the Board of Selectmen at a public meeting prior to the expense being incurred. Travel and training not approved in advance will not be reimbursed. The approval for travel and training events will be so noted in the minutes of the Board of Selectmen. The individual to be reimbursed will submit to the Board of Selectmen an itemized bill for their expenses within 30 days of the expense being incurred. Bills submitted after that time will be handled at the discretion of a quorum of the Board of Selectmen in a public meeting. Travel will be reimbursed at the current mileage rate set by the Selectmen on an annual basis following town meeting and published in their minutes.

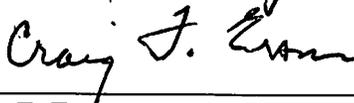
This policy enacted by a majority vote of the Board of Selectmen on the 12th day of August, 2008. So noted in the minutes of that meeting. Policy takes effect immediately.



Ernest H. Brown, Junior
Chair



Clifton Camp



Craig F. Evans