

TOWN OF BROWNFIELD POLICY ON TRAVEL & ACCOMMODATION EXPENSES

The Board of Selectmen voted on December 6, 2011 to adopt the following policy on travel and accommodation expenses.

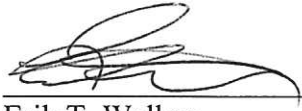
The Town of Brownfield will not pay for any overnight accommodations when the one-way commute is less than 50 miles.

If three or more people are traveling to the same destination, the Town of Brownfield will not pay for personal vehicle mileage. The Town of Brownfield owns a van that is available most of the time. If there is a conflict with use of the van, the larger group will be expected to use the van and the smaller group will be expected to car pool.

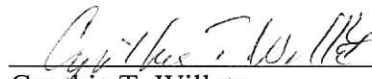
The Board of Selectmen would also like to remind all Town Employees and/or Board Members that they are expected to be reasonable and conservative with the monies the Town has approved for travel expenses (i.e., rooms and meals).

Should other consideration on travel needs arise, the Board of Selectmen need to be notified in advance and give their approval before Town funds can be approved.

The Board appreciates and thanks you for your continued cooperation in these matters.



Erik T. Walker



Cynthia T. Willets



Carol Brooks