

7.24 - Travel Expense Reimbursement

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TRAVEL EXPENSE REIMBURSEMENT

7.24

1. Travel expenses incurred by employees and Board members or other authorized persons involved in conducting Alexander City Board of Education business may be reimbursed when authorized by the Superintendent or the Board.

1. Alexander City School System employees must receive approval in advance from the Superintendent or designee for travel.

- Any person requesting reimbursement for travel expenses shall provide required documentation. Actual expenses, vehicle mileage costs, and other allowable travel reimbursement may be established. No person shall receive reimbursement from the Alexander City Board of Education and from other sources for the same travel expense, nor shall payment be made for personal items or entertainment. Travel reimbursement will be in accordance with approved rates established by the Alexander City Board of Education and authorized by the Internal Revenue Service (IRS).

1. The Superintendent shall establish uniform procedures to implement this policy and prescribe forms and procedures necessary for maintaining accurate, uniform records. Travel procedures shall ensure reasonable economy.

1. When principals reimburse themselves from local school funds, they shall obtain the signature of approval from the Superintendent on the Board-approved travel reimbursement form.

1. Violation of this policy or falsification of required records shall be grounds for disciplinary action including dismissal.

REFERENCE(S):

CODE OF ALABAMA

16-1-16, 16-11-9, 16-12-3, 16-13-3

HISTORY:

ADOPTED: JUNE 12, 1996

REVISED: JULY 13, 2010

FORMERLY: GALE