

CHAPTER 7.00 - BUSINESS SERVICES

TRAVEL EXPENSE REIMBURSEMENT

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- I. Travel expenses incurred by employees and Board members or other authorized persons involved in conducting Henry County Board of Education business may be reimbursed when authorized by the Superintendent or the Board.
- II. Henry County School System employees must receive approval in advance from the Superintendent or designee for travel.
- III. 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 Henry County 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 Henry County Board of Education.
- IV. 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.
- V. Violation of this policy or falsification of required records shall be grounds for disciplinary action including recommendation for dismissal.
- VI. Federal Funds: Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by board employees who are in travel status on official business of the board. The board's travel policy provides for reimbursement and payments for travel costs of employees paid from federal funds that is consistent with the travel costs for board employees paid from state or local funds

REFERENCES:

**CODE OF ALABAMA
16-1-16, 16-8-8, 16-11-9,
16-12-1, 16-12-3(a)**

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISED: OCTOBER 11, 2007; JULY 18, 2013; APRIL 13, 2017 _____
FORMERLY: DJD**