

# Hawkins County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Expenses and Reimbursements</b>	Descriptor Code: <b>2.804</b>	Issued Date: <b>06/04/13</b>
		Rescinds: <b>2.804</b>	Issued: <b>02/28/02</b>

1 *Central Office*

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3 Annually the Board shall review expense allowances and reimbursement guidelines.

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5 **SCHOOL PERSONNEL**

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7 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon  
8 submission of an approved voucher and supporting receipts.

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10 Expenses for travel will be reimbursed when the travel has the advance authorization of the director  
11 of schools or designee. The director of schools or designee may grant this authorization without prior  
12 board action when the travel expense has been anticipated and incorporated into the operational budget  
13 of the particular program involved.

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15 The Board shall be responsible for all prior approved expenses pertaining to staff development. Student  
16 activity funds shall not be used for this purpose.<sup>1</sup>

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18 **BOARD MEMBERS**

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20 The members of the board shall be paid for transportation, lodging, meals and other pertinent expenses  
21 when traveling on business for the Board. Salary and other benefits shall be determined by the local  
22 funding body.<sup>2</sup> Attendance at conventions or other educational meetings or travel for other school pur-  
23 poses shall be authorized in advance by the Board.<sup>3</sup>

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25 Expenses shall be submitted to the director of schools' office within thirty (30) days of the date of  
26 completion of such travel. The rate of payment shall be the same as the rate for members of the pro-  
27 fessional staff.

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34 Legal References:

- 35 1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-20  
36 2. TCA 49-2-202(d)  
37 3. TCA 49-2-2001(c)

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