

# Elizabethton City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Expenses and Reimbursements</b>	Descriptor Code: <b>2.804</b>	Issued Date: <b>04/15/10</b>
		Rescinds: <b>2.804</b>	Issued: <b>04/14/09</b>

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Annually the Board shall review expense allowances and reimbursement guidelines.

## **SCHOOL PERSONNEL**

All employees including the director of schools, supervisors, administrators, professional and support staff must complete prior to their travel the Request for Professional Leave form. The director of schools must have prior approval of the Board. Upon approval by appropriate persons, all school personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of an approval voucher and supporting receipts as required by the business office.

Expenses for travel will be reimbursed for administrators, professional and support personnel when the travel has the advance authorization of the director of schools. The director of schools may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved.

Travel without proper authorization by the appropriate officials will become the personal responsibility of the person making the trip. The Board will not be responsible for payment of unauthorized travel.

No local funds will be used if a teacher attends workshops and/or conferences which lead to the completion of certification or inservice credit. Since the salary schedule provides for collegiate credit, no other reimbursement is allowed for any workshop or activity which may award such credit.

It is the responsibility of the teacher to make claim for reimbursement and present evidence to support said claim.

## **BOARD MEMBERS**

The members of the Board shall receive no compensation but may be reimbursed for transportation, lodging, meals and other actual and necessary expenses when traveling on business for and with approval by the Board.<sup>1</sup> Board members shall reimburse the Elizabethton City Schools for all related fees incurred by the school system for non-attendance or partial-attendance at a conference/meeting for which they were registered. Emergencies are the only exception to this requirement. An emergency must be approved by the Board, after the Board member submits the Request for Waiver form.

Travel expense monies shall be distributed through the central office using the same procedures as used for school personnel for routine, pre-authorized travel.

Attendance and expenses at conventions, other educational meetings, or travel for other school purposes shall be authorized in advance by the Board.<sup>2</sup>

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Board members are responsible for their own travel and hotel/motel arrangements as well as completion of individual registration forms. Board members must submit all requests for expense reimbursements on the Claim for Traveling Expenses after the completion of travel.

Expenses shall be submitted to the director of schools' office on a monthly basis for reimbursement purposes. The rate of payment shall be the same for Board members as school personnel.

Motel/hotel receipts shall be required; however, no meal receipts shall be necessary.

No reimbursement shall be made for spouse expenses.

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Legal References:

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