

# Hardeman County Board of Education

Monitoring:  Review: Annually, in January	Descriptor Term:  <b>Expenses and Reimbursements</b>	Descriptor Code: 2.804	Issued Date: 01/10/13
		Rescinds: 2.804	Issued: 09/22/05

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

6  
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.

9  
10 Expenses for travel will be reimbursed when the travel has the advance authorization of the director  
11 of schools. The director of schools may grant this authorization without prior board action when the  
12 travel expense has been anticipated and incorporated into the operational budget of the particular  
13 program involved.

14  
15 Mileage, meals and lodging reimbursements will be adjusted as needed in accordance with the au-  
16 thorization issued by the State Department of Education for the employees of that division of state  
17 government.

18  
19 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds  
20 shall not be used for this purpose.<sup>1</sup>

21  
22 BOARD MEMBERS

23  
24 The members of the board shall be paid for transportation, lodging, meals and other pertinent ex-  
25 penses when traveling on business for the Board. Salary and other benefits shall be determined by  
26 the county commission.<sup>2</sup> Attendance at conventions or other educational meetings or travel for other  
27 school purposes shall be authorized in advance by the Board.<sup>3</sup>

28  
29 Expenses shall be submitted to the director of schools' office within thirty (30) days of the date of  
30 completion of such travel. The rate of payment shall be the same as the rate for members of the  
31 professional staff.

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Legal References:

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

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