

Obion County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 01/11/10
		Rescinds: 2.804	Issued: 01/10/05

1 *Central Office*

2
3 Annually the Board shall review expense allowances and reimbursement guidelines.

4
5 **SCHOOL PERSONNEL**

6
7 Overnight travel must have prior approval by the director of schools. School personnel are encour-
8 aged to use county owned vehicles for overnight travel. If the employees choose to use their personal
9 vehicle, reimbursement will be made for the cost of fuel. School personnel who incur expenses in
10 carrying out their authorized duties will be reimbursed upon submission of approved vouchers and sup-
11 porting receipts. Travel reimbursements will be paid in accordance with regulations and standards set
12 by the Tennessee Department of Education, except for lodging expenses, which may be reimbursed at
13 higher rates if pre-approved by the director of schools, and overnight travel and transportation expenses
14 mentioned above.

15
16 Expenses for travel will be reimbursed when the travel has the advance authorization of the director of
17 schools. The director of schools may grant this authorization without prior board action when the travel
18 expense has been anticipated and incorporated into the operational budget of the particular program
19 involved.

20
21 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds
22 shall not be used for this purpose.¹ Teachers may not attend more than one meeting for staff develop-
23 ment on regularly scheduled school days per year without prior approval of the principal and the direc-
24 tor of schools. Employees will be responsible for making their own hotel reservations for meetings or
25 conventions. No prepayment will be made by the system for hotel rooms or food. Reimbursement of
26 hotel charges will be made if the receipt of the original hotel bill is received within thirty (30) days.
27 Registration fees for the attendance of meetings and conventions will be paid by the Board of Educa-
28 tion. It is the employee's responsibility to notify the Board prior to the approved date for refunds in the
29 event that they are not going to be able to attend the meeting or convention for which the registration
30 was paid.

31
32 **DAY TRAVEL**

33
34 "Day travel" is defined as any school related travel that begins and ends during a day and does not
35 include trips that require overnight accommodations.

36
37 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon
38 submission of approved vouchers and supporting receipts. School personnel are encouraged to use
39 county-owned vehicles for all day travel outside the county limits of Obion. If employees voluntarily
40 choose to use their personal vehicle for day travel outside the county limits of Obion, employees will
41 be reimbursed based upon submitted fuel receipts. If the supervisor of transportation certifies in writ-

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

ing that a county-owned vehicle was not available for use, employees will be reimbursed in accordance with regulations and standards set by the Tennessee Department of Education, which is calculated at an approved rate per mile times the total number of miles traveled.

Employees will be reimbursed for day travel within the county limits of Obion in accordance with regulations and standards set the by Tennessee Department of Education, which is calculated at an approved rate per mile time the total number of miles traveled.

BOARD MEMBERS

The members of the board shall be paid for transportation, lodging, meals, registration fees and other pertinent expenses when traveling on business for the Board. Salary and other benefits shall be determined by the local funding body.² Attendance at conventions or other educational meetings or travel for other school purposes shall be authorized in advance by the Board.³

Expenses shall be submitted to the director of schools' office within thirty (30) days of the date of completion of such travel. The rate of payment shall be the same as the rates set by the Tennessee Department of Education for board member reimbursements, with the exception of lodging expenses which may be reimbursed at conference rates. Reservations, prepayments, etc. will be handled in the same manner as the school personnel above.

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)