

Hancock County Board of Education

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

1 *Central Office*

2 The Board shall review expense allowances and reimbursement guidelines on an annual basis.

3 Requests for reimbursements shall be submitted to the director of schools' office within thirty (30) days
4 of the date of completion of such travel.

5 The director of schools shall develop procedures and forms to ensure consistency and transparency
6 with the implementation of this policy.

7 **SCHOOL PERSONNEL**

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

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

14 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds
15 shall not be used for this purpose.¹

16 **BOARD MEMBERS**

17 The members of the board shall be paid for transportation, lodging, meals and other pertinent expenses
18 when traveling on business for the Board. Attendance at conventions or other educational meetings or
19 travel for other school purposes shall be authorized in advance by the Board.²

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18
2. TCA 49-2-2001(c)