

Van Buren County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 06/17/99
		Rescinds:	Issued:

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.

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

17
18 BOARD MEMBERS

19
20 The members of the board shall be paid for transportation, lodging, meals and other pertinent ex-
21 penses when traveling on business for the Board. Salary and other benefits shall be determined by
22 the local funding body.² Attendance at conventions or other educational meetings or travel for other
23 school purposes shall be authorized in advance by the Board.³

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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
27 professional 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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