

EXPENSE REIMBURSEMENTS

It shall be the policy of the Tyler County Board of Education to pay the reasonable travel expenses of any board member, or school employee; provided, said expenses were incurred in the execution of duties. No allowance shall be made except upon sworn itemized statements approved by the immediate supervisor and the superintendent.

Use of personal vehicle on official Board business shall be reimbursed at mileage rate established by the Board of Education.

The Board mileage rate shall be the lesser of, but not more than the greater of the rate authorized by the State Travel Management Office and the IRS rate.

Expense Account forms can be found in The Tyler County Administrative Procedures Manual.

REFERENCE: West Virginia Code, 18-4-9, 18A-2-14

DATE: 8/4/15, 2/1/10, 2/5/07, 7/2/01, 8/21/95, 12/7/81, 9/18/78