

## EXPENSE REIMBURSEMENTS

The School Board encourages attendance and participation of school personnel at professional meetings. The purpose of this policy is to provide the staff with opportunities to improve their work skills and to maintain high morale.

Request for reimbursement from School Board funds will be honored only for trips approved in advance by the superintendent or his/her designated representative and for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip.

The school board shall provide transportation or transportation reimbursement for specified employees discharging duties and responsibilities required for the operation of the county schools. This transportation shall be provided through the use of vehicles owned by the school board or through reimbursement for the use by employees of privately owned vehicles when required.

The school board may provide transportation or transportation reimbursement as stated above for employees who are authorized to travel outside the county on behalf of the school division. These employees may be reimbursed for travel expenses such as food, lodging and fees upon the presentation of proper receipts.

Adopted: November 11, 1996

Revised: April 10, 2008

---

---

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-67, 22.1-78, 22.1-122, 22.1-253.13:5, 22.1-296.

Cross Ref.: GCL Professional Staff Development

(PCSB)