

Williamson County Board of Education

**Adopted Date:**

3/15/04
Rev. 6/20/05;1/28/08;
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2.804

EXPENSES AND REIMBURSEMENTS

1 The Board shall review expense allowances and reimbursement guidelines annually.

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

Expenses for travel will be reimbursed when the travel has the advance authorization of the Superintendent of Schools. The Superintendent of Schools may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved. Reimbursement rates for mileage reimbursement shall be the same as or greater of the State Department of Education or federal government rates at the time the Board approves the budget for the upcoming year. That rate will be used for the entire budget year, unless (1) the state and federal rates fall below that rate or (2) the state or federal rate increase by 10% or more during that budget year. In such event, the Superintendent of Schools may modify the reimbursement rates during the budget year to reflect the change. Except for authorized per diem charges, all reimbursement claims must be supported by adequate documentation. When possible, travel related payments should be made directly to vendors by the central office of the Board of Education.

The Board shall be responsible for all expenses pertaining to staff development. Student activity funds shall not be used for this purpose. The Board shall approve expenses of designated representatives of the school system to conventions or conferences through its annual budget. The Superintendent of Schools or designee shall approve the individual(s) to represent the system and the expenditure involved. After approval of any out-of-state travel, the Superintendent of Schools or designee will provide a monthly report to the Board with the Board agenda materials.

The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses when traveling on business for the Board.

Expenses shall be submitted to the Superintendent of Schools' finance office within sixty (60) days of the date of completion of such travel. Any expenses not submitted within said 60 days will not be reimbursed. The rate of payment shall be the same as the rate for members of the professional staff.

Legal References:

Tennessee Internal School Uniform Accounting Policy Manual, Section 5-20

TCA 8-26-109

TCA 49-2-2001(c)

