

# Obion County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Expenses and Reimbursements</b>	Descriptor Code: <b>2.804</b>	Issued Date: <b>01/10/05</b>
		Rescinds: <b>2.804</b>	Issued: <b>11/03/03</b>

1 *Central Office*

2  
3 Annually the Board shall review expense allowances and reimbursement guidelines.

4  
5 **SCHOOL PERSONNEL**

6  
7 Overnight travel must have prior approval by the director of schools. School personnel are encouraged  
8 to use county owned vehicles for overnight travel. If the employees choose to use their personal vehicle,  
9 reimbursement will be made for the cost of fuel. School personnel who incur expenses in carrying out  
10 their authorized duties will be reimbursed upon submission of approved vouchers and supporting receipts.  
11 Travel reimbursements will be paid in accordance with regulations and standards set by the Tennessee  
12 Department of Education, except for lodging expenses, which may be reimbursed at higher rates if pre-  
13 approved by the director of schools, and overnight travel and transportation expenses mentioned above.

14  
15 Expenses for travel will be reimbursed when the travel has the advance authorization of the director of  
16 schools. The director of schools may grant this authorization without prior board action when the travel  
17 expense has been anticipated and incorporated into the operational budget of the particular program  
18 involved.

19  
20 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds  
21 shall not be used for this purpose.<sup>1</sup> Teachers may not attend more than one meeting for staff development  
22 on regularly scheduled school days per year without prior approval of the principal and the director of  
23 schools. Employees will be responsible for making their own hotel reservations for meetings or conven-  
24 tions. No prepayment will be made by the system for hotel rooms or food. Reimbursement of hotel  
25 charges will be made if the receipt of the original hotel bill is received within thirty (30) days. Registration  
26 fees for the attendance of meetings and conventions will be paid by the Board of Education. It is the  
27 employee's responsibility to notify the Board prior to the approved date for refunds in the event that they  
28 are not going to be able to attend the meeting or convention for which the registration was paid.

29  
30 **BOARD MEMBERS**

31  
32 The members of the board shall be paid for transportation, lodging, meals, registration fees and other  
33 pertinent expenses when traveling on business for the Board. Salary and other benefits shall be determined  
34 by the local funding body.<sup>2</sup> Attendance at conventions or other educational meetings or travel for other  
35 school purposes shall be authorized in advance by the Board.<sup>3</sup>

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49

Expenses shall be submitted to the director of schools' office within thirty (30) days of the date of completion of such travel. The rate of payment shall be the same as the rates set by the Tennessee Department of Education for board member reimbursements, with the exception of lodging expenses which may be reimbursed at conference rates. Reservations, prepayments, etc. will be handled in the same manner as the school personnel above.

---

Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-20
2. TCA 49-2-202(d)
3. TCA 49-2-2001(c)