

**OBION COUNTY**  
**BOARD OF EDUCATION**

*316 South Third Street  
Union City, Tennessee 38261  
(731)885-9743 FAX (731)885-4902*

---

David W. Huss, Director of Schools

Members of the Board of Education:  
ROGER WILLIAMS, Chairman  
JIMMY C. SMITH, Vice-Chairman  
GREG FERGUSON, Chair Pro Tem

ALLEN C. EDMAISTON  
GLYNN GIFFIN  
DIANE SANDERSON  
RODNEY TAYLOR

**TO:** Obion County Employees

**FROM:** David W. Huss

**DATE:** December 6, 2007

**RE:** Day Travel Procedures

To alleviate any confusion over Board Policy #2.804, the following procedure is effective immediately for all "day travel":

"Day travel" is defined as any school related travel that begins and ends during a day and does not include trips that require overnight accommodations.

School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of approved vouchers and supporting receipts. Applying the same principle as set forth in Board Policy #2.804 for overnight travel, school personnel are encouraged to use county-owned vehicles for all day travel outside the county limits of Obion. If employees voluntarily choose to use their personal vehicle for day travel outside the county limits of Obion, employees will be reimbursed based upon submitted fuel receipts. Employees who choose to use their personal vehicle for day travel outside the county limits of Obion shall present documentation that their vehicle was full upon departure and refilled upon return. If the Supervisor of Transportation certifies in writing that a county-owned vehicle was not available for use, employees will be reimbursed in accordance with regulations and standards set by the Tennessee Department of Education, which is calculated at an approved rate per mile times the total number of miles traveled.

Employees will be reimbursed for day travel within the county limits of Obion in accordance with regulations and standards set by the Tennessee Department of Education, which is calculated at an approved rate per mile times the total number of miles traveled.