

MANCHESTER CITY SCHOOLS
Policy Manual

Descriptor Code: 2.804 Expense Reimbursement
Issued Date: 12/10/07
Rescinds: 2.804 Expense Reimbursement
Rescind Date: 07/26/99
Review Month: September/October

SCHOOL PERSONNEL EXPENSES

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 written approval of the appropriate program director (both regular and federal) and the written authorization of the director of schools. The director 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 (both regular and federal) involved. Student activity funds must not be used to pay for travel expenses for employee development, conferences seminars, registration fees, etc. of school personnel. ¹

Reimbursement guidelines are:

TRAVEL

- Travel by private vehicle at the IRS approved rate.
- Actual cost of ticket for commercial transportation.
- The Director of Schools in consultation with the appropriate program director (both regular and federal) reserves the right to designate the mode of transportation.

LODGING

- Cost of single room.
- Actual room cost shared by two or more school personnel.
- The Director of Schools in consultation with the appropriate program director (both regular and federal) reserves the right to select the most cost efficient lodging.

OTHER EXPENSES

- Meals (based on \$40.00 per day for in state and CONUS guidelines for out of state)
- Parking Fees
- Registration Fees
- Gratuities
- Ground Transportation
- Other essential expenses (as determined by the Director of Schools in consultation with the appropriate program director (both regular and federal).)

The Board shall be responsible, through the approval of the general and federal projects budgets, for all expenses pertaining to professional and classified staff development. Student activity funds shall not be used for this purpose.

BOARD MEMBER EXPENSES

The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses when traveling on business for the Board. Salary and other benefits shall be determined by the local funding body.² Attendance at conventions or other educational meetings or travel for other school purposes shall be authorized in advance by the Board.³

MANCHESTER CITY SCHOOLS
Policy Manual

Expenses shall be submitted to the director of schools' office immediately after the date of completion of such travel. The rate of payment shall be the same as the rate for members of the professional staff.

All requests for expense reimbursements shall be submitted on the Board approved form immediately after completing the travel. ([See Travel Expense Voucher](#))

Legal References:

1. [TISUAPM Section 5 Title 5](#)
2. [TCA 49-2-202\(d\)](#)
3. [TCA 49-2-2001\(c\)](#)

Cross References