

<b>BOARD POLICIES</b>	<b>TRAVEL EXPENSE REIMBURSEMENT (BP-4010) METRO TECHNOLOGY CENTERS</b>	<b>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</b>
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**1.0 POLICY:**

The Board authorizes the superintendent to establish procedures consistent with state law for reimbursement of Metro Technology Centers' personnel and school board officials for necessary travel expenses incurred in carrying out their duties, including board school board member attendance at board meetings, board committee meetings, continuing education activities, board officer duties, and attendance at school district activities. Additionally, district stakeholders will be reimbursed for necessary travel expenses incurred in carrying out approved duties and activities, and students enrolled in full-time programs will be reimbursed for necessary meal expenses and lodging incurred through participation in authorized school-sponsored co-curricular activities. Such expenses may be paid by district credit card, as authorized by state law.

Expenses will be reimbursed upon submission of a properly completed and approved Claim for Reimbursement form and supporting itemized receipts, as required. Such expenses, if approved, will be in line with budgetary allocations for the specific type of expense and may be reimbursed from the activity fund or general fund.

**2.0 CROSS REFERENCE:** N/A

**3.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
08-Oct-84	A	Adopted
11-Mar-96	B	Revised
13-Jan-97	C	Revised
14-Jul-97		Reviewed
25-Aug-03	D	Revised
22-Sep-03	E	Reformatted
15-Dec-03	F	Legal references reviewed and revised as necessary
28-Jun-04	G	Revised
22-Sep-10	H	Revised format
07-May-13	I	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework
10-Dec-13	J	Updated to clarify reimbursement process
03-Jun-13	K	Board approved action on 4-23-2014 to allow board members to receive mileage reimbursement for attendance at board meetings. Policy revised based upon that action.

**\*\*\* End of Policy \*\*\***  
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