

Wilson County Board of Education

Policy Description: Expenses and Reimbursements	Policy Number: 2.804	Amended Date: 05/03/10
	Rescinds: 600.13	Reviewed: 05/10
		Issued: 10/22/96

1 **CENTRAL OFFICE**

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3 Annually, the Board shall review expense allowances and reimbursement guidelines. See Wilson County
4 Business practices for detailed guidelines.

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6 **SCHOOL PERSONNEL**

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

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11 Expenses for travel will be reimbursed when the travel has the advance authorization of the Director of Schools.
12 The Director of Schools may grant this authorization without prior Board action when the travel expense has
13 been anticipated and incorporated into the operational budget of the particular program involved.

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15 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds shall not
16 be used for this purpose.¹

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18 **BOARD MEMBERS**

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20 The members of the Board shall be paid for transportation, lodging, meals, and other pertinent expenses when
21 traveling on business for the Board. Salary and other benefits shall be determined by the local funding body.²

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23 Expenses shall be submitted to the Director of Schools' office within thirty (30) days of the date of completion of
24 such travel. The rate of payment shall be the same as the rate for members of the professional staff.

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¹ Tennessee Internal School Uniform Accounting Policy Manual, Section 5-20

² TCA 49-2-202(d)