

# Dickson County of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Expenses and Reimbursements</b>	Descriptor Code: <b>2.804</b>	Issued Date: <b>04/28/22</b>
		Rescinds: <b>2.804</b>	Issued: <b>12/23/10</b>

## 1 **Central Office**

2 Annually the Board shall review expense allowances and reimbursements guidelines.

3 Request for reimbursements shall be submitted to the Director of Schools; Federal Programs Director;  
4 Special Education Director; or Career and Technical Education Coordinator within thirty (30) days of  
5 the date of completion of such travel. Any expenditure of federal funds must be approved by the  
6 program director.

7 All travel must be pre-approved by the program director or may be approved by the Director of  
8 Schools. Reimbursement for travel shall be in accordance with the State Reimbursement Schedules.

9 The Director of Schools shall develop procedures and forms to ensure consistency and transparency  
10 with the implementation of this policy

## 11 **SCHOOL PERSONNEL**

12 School personnel who incur expenses in carrying out their authorized duties that have been approved  
13 by his/her direct supervisor will be reimbursed upon submission of an approved voucher and  
14 supporting receipts.

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

19 The Board shall be responsible for all expenses pertaining to staff development. Student Activity  
20 funds shall not be used for this purpose.<sup>1</sup>

## 21 **BOARD MEMBERS**

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

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<sup>1</sup> Tennessee Internal School Uniform Accounting Policy Manual, Section 5-20

<sup>2</sup> TCA 49-2-202(d)

<sup>3</sup> TCA 49-2-2001 (c)

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