

Dyer County Board of Education

Descriptor Term:

Expenses and Reimbursements

Descriptor Code:

DJD

Board Approved:

11/7/17

Rescinds:

DJD

Board Approved:

8/3/99

Central Office

Annually the director shall review expense allowances and reimbursement guidelines.

SCHOOL PERSONNEL

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 authorization of the director. The director may grant this authorization when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved.

The Board shall be responsible for all expenses pertaining to staff development. Student activity funds shall not be used for this purpose.¹ Student activity funds are defined as money raised by students.

BOARD MEMBERS

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

Legal References:

1. Tennessee Internal School Uniform Accounting Policy Manual, Section 5-20
2. TCA 49-2-202(d)