

EXPENSE REIMBURSEMENTS

The School Board encourages attendance and participation of school personnel in professional development activities in order to improve work skills and to maintain high morale.

Requests for reimbursement from School Board funds will be honored only for activities approved in advance by the superintendent or superintendent's designee and for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip.

Adopted: August 14, 1996

Adopted: March 26, 2008

Revised: June 26, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:5, 22.1-296.

Cross Ref.: GCL Professional Staff Development

SCHOOL NUTRITION EXPENSE REIMBURSEMENT REGULATION

School Nutrition Program Funds will pay for one hotel room for each school when employees are traveling to conferences and/or workshops. If more than two persons from each school wish to attend and can stay in the same room the cafeteria will pay the room charge. If only two persons attend and more than one room is needed, those persons attending shall divide the charge for one room equally and pay the remainder themselves.

Adopted: June 14, 1995