

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.

The Albemarle County School Board shall provide transportation or transportation reimbursement for specified employees discharging duties and responsibilities required for the operation of the county schools. This transportation shall be provided through the use of vehicles owned by the School Board, through reimbursement for the use by employees of privately owned vehicles when required, and through commercial means of transportation when appropriate.

The School Board may provide transportation or transportation reimbursement as stated above for employees who are authorized to travel outside the county on behalf of the school division. These employees may be reimbursed for travel expenses such as food, lodging and fees upon the presentation of proper receipts.

Adopted: July 1, 1993
 Amended: October 14, 2004; August 14, 2008; August 8, 2013
 Reviewed: October 18, 2018

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

Cross Ref.: EEBA, *County-Owned Vehicles*
 EEBA-R, *Procedures for Compliance--County Vehicle Usage*