

EXPENSE REIMBURSEMENTS

SEARCH:DLC-1

The School Board encourages attendance and participation of school personnel at ~~professional meetings, conferences and other functions to conduct business on behalf of the Alexandria City Public Schools or to contribute to professional growth and development and in professional development activities.~~ The purpose of this policy is to provide the staff with opportunities to improve their work skills and to maintain high morale, within the fiscal constraints placed on the School Board.

Request~~s~~ for reimbursement from Board funds will be honored only for ~~activities~~~~trips~~ approved in advance by the Superintendent or ~~his/her designated representative~~~~designee~~ and for which a ~~request for reimbursement~~~~statement of travel~~, with supporting documents, is submitted at the conclusion of the trip.

The Superintendent will issue travel regulations to establish procedures for pre-approval as well as procedures for expense reimbursement.

Adopted: October 24, 1996

Amended: May 29, 2008

Amended:

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-67, 22.1-78, 22.1-122, 22.1-253.13:5. 22.1-296

Cross Ref.: GCL Professional Staff Development
DLC-R Business Meals and Travel Regulations and Procedures