

EXPENSE REIMBURSEMENTS

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

Requests for reimbursement from School Board funds will be honored only for activities approved in advance by the Superintendent or designee and for which a request for reimbursement, with supporting documents, is submitted at the conclusion of the ~~trip~~event or activity.

~~The Superintendent will issue travel regulations to~~ Regulation DLC-R establishes the procedures for pre-approval ~~as well as procedures for~~and expense reimbursement.

Adopted: October 24, 1996
Amended: May 29, 2008
Amended: December 3, 2015
Amended:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 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