

Fiscal Management Policy

Travel Expenditures/Reimbursements

The Superintendent shall establish regulations by which School Board members and employees shall be reimbursed for their reasonable and necessary travel expenditures including, but not limited to:

- Mileage;
- Meals and incidentals;
- Lodging;
- Required transportation such as taxis/shuttle services between the airport and the conference site/hotel or between the hotel and conference site, if these are not the same location;
- Parking and tolls;
- Gas for rental cars, and
- Any travel related expenses due to unexpected emergency situations, such as flight cancellations, weather delays, car breakdowns, etc.

Adopted: August 12, 2013

Reviewed: September 12, 2016

Reviewed: August 14, 2017

Legal Reference: Code of Virginia 14.1-5. Traveling expenses on state business: public or private transportation.

Cross Reference: GCL Professional Development