

## EXPENSE REIMBURSEMENTS

The School Board encourages attendance and participation of school personnel at meetings, conferences and other functions to conduct business on behalf of 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 event or activity.

Regulation DLC-R establishes the procedures for pre-approval and expense reimbursement.

Adopted: October 24, 1996  
Amended: May 29, 2008  
Amended: December 3, 2015  
Amended: February 18, 2021

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