

Enclosure C

**Virtual Learning Academy of St. Clair County
Reimbursement of Expenses Board Policy**

Virtual Learning Academy personnel, who incur expenses in carrying out their authorized duties, shall be reimbursed by the Virtual Learning Academy to the extent approved or provided in Board policies or duly negotiated agreements upon submission of approved supporting receipts. The expenses will be incurred in line with budgetary allocations for the specific type of expense.

Approved: November 18, 2015