

CHAPTER 7.00 - BUSINESS SERVICES

TRAVEL EXPENSE REIMBURSEMENT

7.24

- I. Travel expenses incurred by employees and Board members or other authorized persons involved in conducting School Board business may be reimbursed when authorized by the Superintendent or the Board.
- II. Employees must receive approval in advance from the Superintendent or designee for out-of-county travel.
- III. Any person requesting reimbursement for travel expenses shall provide required documentation. This documentation should detail the expenses. No alcohol will be reimbursed. Tipping is an allowable item for reimbursement but only at the maximum rate of 15%. Standard subsistence (meal) allowances, expenses, vehicle mileage costs, and other allowable travel reimbursement may be established. No person shall receive reimbursement from the Board and from other sources for the same travel expense, nor shall payment be made for personal items or entertainment.
- IV. The Superintendent shall establish uniform procedures to implement this policy and prescribe forms and procedures necessary for maintaining accurate, uniform records. Travel procedures shall ensure reasonable economy.
- V. Violation of this policy or falsification of required records shall be grounds for disciplinary action including dismissal.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-1-16, 16-8-8, 16-11-9,
16-12-1, 16-12-3(a)

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: October 18, 2006
REVISION DATE(S): April 20, 2016
FORMERLY: CGPD, DJD, GALE