

# Houston County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Expenses and Reimbursements</b>	Descriptor Code: <b>2.804</b>	Issued Date: <b>01/12/26</b>
		Rescinds:	Issued: <b>07/08/13; 09/12/22; 09/09/24</b>

## *Central Office*<sup>1</sup>

The Board shall review expense allowances and reimbursement guidelines on an annual basis. Travel reimbursement shall be set at the U.S. General Services Administration approved travel rate.

Requests for reimbursements shall be submitted to the Director of Schools' office within three (3) business days of the date of the completion of such travel.

The Director of Schools/designee shall develop procedures and forms to ensure consistency and transparency with the implementation of this policy.

## **SCHOOL PERSONNEL**

School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of an approved travel expense claim and supporting receipts.

Expenses for travel will be reimbursed when the travel has the advance authorization of the Director of Schools. The Director of Schools may grant this authorization without prior board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved.

The Board shall be responsible for all expenses pertaining to staff development. Student activity funds shall not be used for this purpose.<sup>1</sup>

## **BOARD MEMBERS**

The members of the Board shall be reimbursed for transportation, lodging, meals, and other pertinent expenses when traveling on business for the Board. Attendance at conventions or other educational meetings or travel for other school district purposes shall be authorized in advance by the Board.<sup>2</sup>

Expenses shall be submitted to the Director of Schools' office within three (3) business days of the date of completion of such travel. The rate of payment shall be the same as the rate for members of the professional staff.

## **REIMBURSEMENT FOR SALES TAX**<sup>3</sup>

Reimbursement for sales tax is permissible in limited circumstances when sales tax is charged on small purchases and proper documentation is submitted.

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The Director of Schools/designee shall ensure compliance with state law and guidance from the Comptroller of the Treasury.

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Legal References

1. [Internal School Funds Manual, Section 5-17](#)
2. [TCA 49-2-2001\(c\)](#)
3. [Internal School Funds Manual, Frequently Asked Questions, no. 10](#)