

EXPENSE REIMBURSEMENTS

The School Board encourages attendance and participation of school personnel at meetings, conferences and other functions to conduct business on behalf of the 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, within the fiscal constraints placed on the School Board.

Requests for reimbursement from 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 trip.

The Superintendent will issue travel regulations to establish procedures for pre-approval as well as procedures for expense reimbursement.

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

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