

Hamilton County Board of Education

Monitoring: Review: Annually in January	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 09/20/07
		Rescinded:	Revised: 02/16/23

CENTRAL OFFICE

The Board may assign Central Office employees HCDE vehicles or, as part of their compensation package, award certain employees automobile allowances. All other Central Office employees, except those with an assigned vehicle or automobile allowance, who incur expenses in carrying out their authorized duties within the county will be reimbursed upon submission of an approved employee expense claim and supporting receipts.

All Central Office employees may be reimbursed for travel outside Hamilton County where this travel has the advance authorization of the director of schools. The director of schools may grant this authorization without prior Board action when a travel expense has been anticipated and incorporated into the operational budget of the particular program involved.

Reimbursement for mileage shall be at the published and approved rate established by the Internal Revenue Service.

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

SCHOOL PERSONNEL

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

Expenses for travel outside Hamilton County 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.

Reimbursement for mileage shall be at the published and approved rate established by the Internal Revenue Service.

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

The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses when traveling on business for the Board. Salary and other benefits shall be determined by the local funding body.² Attendance out-of-state at conventions or other educational meetings or travel out-of-state for other school purposes shall be authorized in advance by the Board³ up to the maximum amount allowed in the budget.

1 Expenses shall be submitted to the director of schools' office within thirty (30) days of the date of
2 completion of such travel. The rate of payment shall be the same as the rate for members of the
3 professional staff.
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38 Legal References:

- 39 1. Tennessee Internal School uniform Accounting Policy Manual, Section 5-20
- 40 2. TCA 49-2-202(d)
- 41 3. TCA 49-2-2001(c)

Cross References: