

**TERRELL COUNTY BOARD POLICY**  
**Expense Reimbursement**

**Descriptive Code: DJD**  
**Issue Date: 5/10/2010**  
**Rescinds Code:**  
**Issued:**

Travel – The school system shall reimburse employees for travel and subsistence expenses incurred in the performance of official duties in accordance with existing regulations and limitations of the State Board of Education. To be eligible for such reimbursement, travel shall be a normal and customary part of the employee’s job function, or specific approval shall be granted by the Superintendent or designee prior to the time the travel is accomplished and the obligation incurred.

Reimbursement for expenses incurred by district employees while on official school business outside the school district approved by the Superintendent shall be made according to the latest rates provided by the Georgia Department of Education.

Reimbursement for such expenses must have approval of the employee's supervisor and the Superintendent or designee.

Travel for Board members and the Superintendent will be reimbursed for the actual and necessary expenses using the most reasonable rates available. Receipts will be required for all expenses.