

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term:	Descriptor Number:	Date Adopted:
	REIMBURSEMENT OF EXPENSES FOR BOARD MEMBERS	BO 16	11/93
	Revision Adopted:		
	2/01		

TRAVEL EXPENSES

Members of the Murfreesboro Board of Education may be reimbursed for actual reasonable expenses incurred as a result of out-of-town travel when on official school board business for the following:

- Transportation
- Lodging
- Meals
- Taxis
- Registration fees
- Car rental
- Baggage handling
- Reasonable tips
- Telephone charges related to school board business

Expense claims shall be made on the reimbursement form included as a part of this policy. Appropriate receipts and other necessary documentation shall be attached to the reimbursement form. No expense will be reimbursed if the individual is entitled to reimbursement from any other source.

ENTERTAINMENT

No expenses will be paid for portions of a trip taken for personal convenience or pleasure.

OTHER REASONABLE EXPENSES

Board members may be reimbursed for other reasonable expenses including purchase of resource materials, books, video tapes, etc., if the material relates to school board business.

APPROVAL/REIMBURSEMENT CLAIM

Travel expenses shall be approved by the Director of Schools serving as the reimbursement officer subject to the annual audit.