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| **Metropolitan Nashville Board of Education** | | | |
| Monitoring:  **Review: Annually, in September** | Descriptor Term:  **Expenses and Reimbursements** | Descriptor Code:  **2.804** | Issued Date: |
| Rescinds:  **FM 2.102** | Issued:  **06/01/15** |

*Central Office*

The board shall review expense allowances and reimbursement guidelines on an annual basis.

Requests for reimbursements shall be submitted to the director of schools’ office within thirty (30) days of the date of the completion of such travel.

The director of schools 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 voucher 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.1

**BOARD MEMBERS**

The members of the board shall be paid 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 purposes shall be authorized in advance by the board.2

The total board travel budget shall be divided into ten equal shares. Each member shall have use of their 1/10th travel budget for Board related travel expenses. 1/10th of the total travel budget shall be held in reserve to be approved by the chair for any national committee travel or additional travel needed for board business. Personal frequent travel programs shall not be credited when members travel on behalf of the board.

**NON-SCHOOL PERSONNEL**

Non-school personnel, such as contractors, consultants, experts, etc., who incur actual out-of-pocket travel expenses carrying out their contracted duties will be reimbursed if the MNPS contract between the non-school personnel and the board contains a provision that all travel and/or temporary living expenses taken in furtherance of the contracted duties will be reimbursed.

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| Legal References |  |
| 1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18 2. TCA 49-2-2001(c) |  |