

**TRAVEL EXPENSES**

The School Board may provide for the payment of the actual and necessary expenses, including travel expenses, of any staff member of the Corporation incurred in the course of performing services for the Corporation, whether within or outside the Corporation, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the superintendent or designee.

The Board shall pay the expenses of staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

Upon superintendent or designee approval, personnel will be reimbursed in accordance with administrative guideline F250-R for travel required of their position and approved in advance by their supervisor.

SBOA Uniform Compliance Guidelines Manual for Schools, Chapter 1

Community School Corporation of Eastern Hancock County

Adopted: 05/02/2022