

## **EXPENSE REIMBURSEMENT**

The School Board encourages attendance and participation of school personnel at professional meetings. The purpose of this policy is to provide the staff with opportunities to improve their work skills and to maintain high morale.

Request for reimbursement from School Board funds will be honored only for trips approved in advance by the Superintendent or his/her designated representative and for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip.

Adopted: July 8, 2008

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-67, 22.1-78, 22.1-122, 22.1-253.13:5, 22.1-296

Cross Refs.: GCL Professional Development  
DLC-R Travel Reimbursement Policy