

## EXPENSE REIMBURSEMENTS FOR CONFERENCES/WORKSHOPS/CLINICS

District personnel and officials who incur authorized expenses in carrying out their duties will be reimbursed by the district upon submission of a properly filled out and approved voucher with such supporting receipts as required by the Superintendent. Such expenses must be approved and in compliance with Board approved regulations.

When official travel by personally owned vehicle has been authorized, mileage payment will be made at the rate currently approved by the Internal Revenue Service and within the limitations of Ohio law.

A traveler on official school business will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations will not be considered prudent, nor will they be accepted.

In the event that the financial position of the Board would become such that conferences/workshops/clinics could not be affordable, they would be dropped until reinstated by the Board.

The Superintendent will be responsible for assuring that the expenditures for conferences/workshops/clinics are used to advance the effective operations of the school system. These activities should be summarized and sent to the Board.

Building budgets will be submitted to the Board for approval in July for that fiscal year for conferences/workshops/clinics. At that time, a list of all known conferences will be submitted for approval. Those identified at a later time will be submitted for approval as they appear.

Adopted: January 18, 1989

Revised: April 20, 2002

LEGAL REFS.: ORC 3313.12; 3313.20  
3315.15

CONTRACT REFS.: Negotiated Agreements

NOTE - provisions set forth in paragraph two will become effective on August 1, 2002.