

BOARD POLICY

Descriptive Code: GBRF

GENERAL ADMINISTRATION  
ADMINISTRATIVE PERSONNEL EXPENSES

Date: August 12, 2008

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Personnel shall be reimbursed for travel expenses incurred while on official school business at the same rate as provided by state travel regulations and local board policy.

Employees are encouraged to be as conservative as possible and use good judgment in incurring travel expenses that are to be reimbursed from public funds.

The Superintendent is authorized to approve reimbursement for the actual cost of meals and lodging in excess of the state approved rate where there is justification and documentation of the higher amounts.

Expense reimbursements shall not exceed the amount available in the Board-approved budget.

CROSS REF.: DJD - Expense Reimbursement  
STATE REF.: Georgia Financial Accounting Handbook for Local School Systems, Chapter 87  
LEGAL REF.: O.C.G.A., 20-2-55; 20-2-182(f); 20-2-230(b); 48-13-51(a) (1); IRS Regulations 1.162-17(b); 1.274(e) (2) (i); 1.274.5(T) (f) (2) (i)

PROCEDURE: NO

ADOPTED: 2-9-88

REVISED: 10/1/97, 08/10/99

Columbia County Board of Education