



Job-Related Expenses

Fiscal
Management
Policy
6006

Policy Statement

- The Board recognizes that travel to conferences is valuable for supporting teaching and learning. The same policy shall apply to all personnel in regard to reimbursement of expenses.
- Travel on necessary and essential District business and subsequent expenditures shall be pre-approved by the Superintendent or designee. The Superintendent or designee shall determine that the travel is related directly to District goals.
- Reimbursable expenses are those that the employee would not ordinarily have incurred if not on travel status.
- Administrators at the Director or Principal level or above shall have the authority to approve expenditures for their subordinates. They shall ensure that employees are familiar with this policy and that pre-approval is obtained.
- Out-of-state travel shall have prior written approval of the Superintendent or Assistant Superintendent.
- When travel by personally-owned vehicle has been authorized, mileage reimbursement shall be at the rate approved by the state.

Board Member Expenses

- Reimbursement of expenses incidental to the performance of duties by a Board member may be authorized by Board action consistent with the law.
- Board members shall be reimbursed for all necessary expenses and fees involved in attending education meetings, conferences, and institutes that will contribute to the improvement of the District.
- Board members wishing to travel to conferences, conventions, and seminars shall consult with the Superintendent and request Board approval at a public meeting. The Superintendent shall provide an estimated cost of the trip and, if the request is approved by Board vote, the Business Office shall provide information on requirements for reimbursement.
- At the Board meeting following an authorized trip, the Board member shall provide a report.
- Meals, travel, and lodging shall be reimbursed at the same rate and with the same requirements for documentation as employees.

Responsibility

The Board leadership and the Superintendent shall be responsible for compliance.

References	14 Del. C. §1046 Related policies: 6005 Payments Related documents: Administrative Memoranda “Professional Travel for Employees” and “Cash Advances”; State Travel Policy	
Adoption Date	Date of manual adoption (as DLC), 08/19/1981 (as BHD)	
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