

## FISCAL MANAGEMENT

### EXPENSE REIMBURSEMENTS

File: DLC

The Charlottesville City 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 Charlottesville City 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: April 3, 1998  
Revised: June 19, 2008

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-67, 22.1-78, 22.1-122, 22.1-253.13:5, 22.1-296

Cross References: GCL Professional Staff Development