

<b>BOARD POLICIES</b>	<b>METRO TECHNOLOGY CENTERS TRAVEL EXPENSE REIMBURSEMENT (BP-4010)</b>	<b>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</b>
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**1.0 POLICY:**

The Board authorizes the superintendent to establish procedures consistent with state law for reimbursement of District personnel and officials for necessary travel expenses incurred in carrying out their authorized duties. District personnel and officials may be reimbursed upon submission of a properly completed and approved Claim for Reimbursement form and supporting itemized receipts. Such expenses, if approved, will be in line with budgetary allocations for the specific type of expense.

The Board authorizes the superintendent to establish procedures consistent with state law for reimbursement of district students enrolled in full-time programs for necessary meals and lodging incurred through participation in authorized school-sponsored cocurricular activities. Students may be reimbursed upon submission of properly completed and approved Claim for Reimbursement forms and supporting itemized receipts. Such expenses, if approved, will be in line with budgetary allocations for the specific type of expense. Such expenses, if approved, may be reimbursed from the activity fund or general fund.

**2.0 LEGAL REFERENCE:** 70 O.S. §§ 5-117.A.14, 5-117.A.23, 5-129.B.7; HB 2994, effective 7-1-2004

**3.0 CROSS REFERENCE:** N/A

**4.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
March 11, 1996	B	Revised
January 13, 1997	C	Revised
July 14, 1997		Reviewed
August 25, 2003	D	Revised
September 22, 2003	E	Reformatted
December 15, 2003	F	Legal references reviewed and revised as necessary
June 28, 2004	G	Revised

**5.0 PCF FRAMEWORK #:** 8.6.2 Process expense reimbursements

**\*\*\* End of Policy \*\*\***