

Policy Code: 7650/8620 Expense Reimbursement

The board may reimburse personnel for approved expenses incurred while performing district business. The board may place limits on the amount of authorized reimbursements. Reimbursement rates will be set by the board or will be in accordance with legal requirements, when applicable.

The superintendent will establish annually the mileage reimbursement rates, consistent with state guidelines, for specific personnel who are not provided with a vehicle and use private vehicles for official school district business. Those personnel who may receive mileage reimbursement are members of the superintendent's office, the assistant superintendents, directors, coordinators, principals, vocational teachers and teachers assigned daily to two or more schools. Reimbursement will not be authorized for travel between the employees' residence and usual work station.

The reimbursement of out-of-district travel expenses must be approved in writing in advance by the superintendent or his/her designee, pursuant to regulations. All travel for which reimbursement may be sought is contingent upon the availability of funds and prior approval.

Legal References: [G.S. 115C-36](#), [-47](#) (21), [138-6](#)

Cross References:

Adopted:

Chapel Hill-Carrboro Schools
