Board Policy DJD: Expense Reimbursements Status: ADOPTED

Original Adopted Date: 12/04/2014 | Last Revised Date: 10/21/2021 | Last Reviewed Date: 10/21/2021

Adoption of Georgia Statewide Travel Policy

A. Reasonable expenses incurred by Bibb County School District ("District") personnel who are required to travel in the performance of their official duties will be paid or reimbursed by the District in accordance with Georgia's Statewide Accounting Policy and Procedure/ Statewide Travel Policy, as issued and may be amended from time to time by the State Accounting Office of Georgia ("Statewide Travel Policy").

B. For purposes of implementing the Statewide Travel Policy, references to the "agency" shall be interpreted as references to the Bibb County School District. References to the "agency head" and "department head" should be interpreted as references to the Superintendent or his/her designee.

C. This policy will be construed and interpreted to incorporate any and all subsequent updates or amendments to the Statewide Travel Policy, and any such amendments shall be considered updates or amendments to this policy without the necessity of action by the Board of Public Education for Bibb County ("Board").

D. Agencies are not authorized to set more lenient policies than State of Georgia Travel Policy; however, agencies may establish more stringent policies. Departments may have different policies, but the District will follow the stricter of these policies.

Other Expense Reimbursements

Reimbursements for reasonable expenses incurred by all District employees and Board members as a part of their assigned duties will be reimbursed in accordance with regulations prescribed by the Georgia State Accounting office as published in the Statewide Travel Policy. Reimbursements must have a minimal approval of the employee's immediate supervisor as well as any other approvals as required by District accounting procedures. The District will not reimburse employees for personal expenses. As set out in Policy DJCB (Salary Deductions), the District is authorized to deduct from an employee's gross pay for forfeiture of non-refundable and/or pre-paid travel expenses due to employee misconduct or unauthorized cancellation.

The Statewide Travel Policy is available online at: State Travel Policy | State Accounting Office

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Note: ***To access the policy references, CLICK HERE:*** **State of Georgia Terms and Conditions** ***and close the LexisNexis tab, which will return you to the policy. Click on the links below to be taken to each specific code. You should only have to do this one time per session.***

State	Description
O.C.G.A. 20-02-0055	Per diem and expenses of LBOE members
O.C.G.A. 20-02-0182	Program weights to reflect funds for payment of salaries and benefits; maximum class size; reporting requirements; application to specific school years
O.C.G.A. 20-02-0212.2	Salary increase for persons receiving certification from National Board for Professional Teaching Standards; state payment of program participation fee; repayment; reimbursement
O.C.G.A. 20-02-0230	New board member orientation to educational program objectives required
	Professional Standards Commission-Reimbursement; retention of income &

O.C.G.A. 20-02-0986	benefit by state agency or political subdvision member;commission member reimb.
O.C.G.A. 48-13-0051	County and municipal levies on public accomodations charges for promotion of tourism, etc.
Rule 160-3-3-.04	Professional Learning

Federal	**Description**
02 CFR 200.475	Travel Costs (federal funds)

Cross References	**Description**
BBC	Board Committees