

## FISCAL MANAGEMENT

File: DLC-R

### EXPENSE REIMBURSEMENTS

1. Request for reimbursement from Charlottesville City School Board funds will be honored only for trips approved in advance by the Superintendent or designated representative and for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip.
2. Mileage and meal reimbursements shall be based on the approved Virginia expense reimbursements. The amounts approved for reimbursement may be found on the Commonwealth of Virginia website.
3. When these rates change, the Department of Finance shall send the new rate to all departments and schools.
4. Any exceptions to these rates shall be approved by the Superintendent prior to the trip.
5. Any person requesting reimbursements for expenses beyond the approved state rate and without prior approval from the Superintendent shall be paid at the approved state rate regardless of the requested amount.
6. The Department of Finance shall issue procedures for requesting expense reimbursements. These are located in the Finance Procedure Manual.

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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