

## **EXPENSE REIMBURSEMENTS**

The Regional School Board encourages attendance and participation of school personnel in professional development activities in order to improve work skills and to maintain high morale.

Requests for reimbursement from Regional School Board funds will be honored only for activities approved in advance by the director or the director's designee and for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip.

Adopted: October 17, 2013

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:5, 22.1-296.

Cross Ref.: Pol. No. 5030            Professional Staff Development