

ADMINISTRATIVE ALLOWANCES FOR TRAVEL AND CELL PHONES

Recognizing that administrative positions require extra responsibility and extra time, the Regional School Board encourages attendance and participation by such personnel in activities determined to benefit Maggie L. Walker Governor’s School.

The Regional School Board shall designate administrative allowances committed solely for reimbursement of administrative travel and cell phone usage in the Maggie L. Walker Governor’s School operating budget. Funds shall be disbursed through the payroll system as monthly allowances per the following:

Director:	Travel \$125, cell phone \$75
Assistant Directors:	Travel \$85, cell phone \$75
Coordinators:	Travel \$85, cell phone \$75
Activities Director:	Travel \$85, cell phone \$75

Unless separation from employment occurs earlier, allowances automatically expire at the end of the contractual year. Allowances are valid only as long as one serves in a position outlined above and funding is sufficient.

Adopted: October 5, 2006
Amended: May 21, 2015

Cross Refs.:	Pol 5009	Expense Reimbursement
	Pol 5010	Supplemental Compensation for Administrators
	RPS 3.3-17	Policy: Travel and Expenses
	RPS 2.07	Admin Proced: Travel and Miscellaneous Business Expenses
	RPS 7.05	Admin Proced: Supplements