

**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 executive director or the executive 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  
Amended: October 15, 2020  
Reviewed: September 19, 2024

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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. 5030	Professional Staff Development
	Pol 7032	Expense Reimbursement