

**TESFA INTERNATIONAL SCHOOL
OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS (214)**

I. PURPOSE

The purpose of this policy is to control out-of-state travel by School Board members as required by law.

II. GENERAL STATEMENT OF POLICY

It may be appropriate for School Board members to travel out-of-state to fulfill their obligations as board members.

III. APPROPRIATE TRAVEL

Travel to other out-of-state activities for which the member intends to seek reimbursement from Tesfa International School should be pre-approved by the School Board. A planned itinerary must be submitted to the School Board prior to departure.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips and other reasonable and necessary Tesfa International School -related expenses.

Amounts to be reimbursed shall be within the School Board's approved budget allocation, including attendance at workshops and conventions.

Receipts must be provided in order to reimburse for expenses.

Adopted: 8/11/14

Revised: 10/7/14