

## Expense Reimbursements

It shall be the policy of the Pleasants County Board of Education to pay the reasonable travel expenses of any board member, the Superintendent, or his designee(s); provided, said expenses were incurred in the execution of duties. No allowance shall be made except upon sworn itemized statements approved by the Superintendent. (Refer to Policy 6010.)

All employees who travel on behalf of the school system, regardless of using private or school system vehicle, will be required on a yearly basis to provide the Central Office a copy of their valid driver's license, a copy of their current car registration form, and a copy of their vehicle car insurance form. Furthermore, any vehicle used for school system related travel must have a current inspection sticker.

Use of personal vehicle on official Board business shall be reimbursed at the IRS approved rate.

Charges incurred due to the failure of the traveler to notify the event sponsor or lodging provider of cancellation within the designated timeline will be considered the personal expense of the traveler and will not be reimbursed.

Reference: West Virginia Code, 18-4-9  
West Virginia Code, 18-2-14

Amended: January 19, 2011  
Amended: April 9, 2015  
Amended: July 23, 2015  
Reviewed: February 6, 2020  
Reviewed: December 3, 2023