

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: REIMBURSEMENT OF EXPENSES POLICY FOR MURFREESBORO CITY SCHOOL BOARD	Descriptor No: BO 44	Date Adopted: 2/11
Reviewed/Revision Adopted:		

1 The Director of Schools shall furnish a copy of the following Reimbursement of Expenses
2 Policy to the members of the Board:

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4 **REIMBURSEMENT OF EXPENSES POLICY**
5 **FOR MURFREESBORO CITY SCHOOL BOARD**

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7 (a) **General:** The members of Murfreesboro City School Board (hereinafter referred to
8 collectively as "official") may be reimbursed for actual expenses incurred incident to holding office
9 in accordance with this policy. The expense must have been incurred in the course of the
10 individual's duties as a MCS official and must have had, as its primary purpose, the furtherance of
11 the MCS's business. No expense will be reimbursed for any amount in excess of the amount
12 actually expended by the individual official. No expense will be reimbursed if the individual is
13 entitled to reimbursement from any other source.

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15 (b) **Transportation expenses:** No official shall be entitled to reimbursement for any
16 automobile mileage expenses or for parking expenses incurred within the city limits of
17 Murfreesboro. An official shall be entitled to be reimbursed for mileage, at the federal tax
18 deductible rate, for mileage and actual parking expenses incurred outside the city of Murfreesboro.
19 No official shall be entitled for reimbursement for any parking fine or traffic ticket.

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21 (c) **Meals:** No official shall be entitled to reimbursement for food and/or beverage
22 expenses incurred as part of a benefit or fund raising event or an event when the primary purpose is
23 social. An official may be entitled to be reimbursed for expenses incurred in attending meals
24 involving an organization to which MCS belongs (e.g. Tennessee School Board Association, etc.).
25 An official may be reimbursed for food and beverage expenses incurred in eating meals while
26 attending conferences, seminars, and official meetings held during meal hours which do not take
27 place more than fifty (50) miles from the city of Murfreesboro. (Meetings held more than fifty (50)
28 miles from the city of Murfreesboro are covered by BO 43, Travel Expense Policy.) An official may
29 be reimbursed for expenses arising from meals with other officials/MCS employees, if (i) MCS
30 business is the primary purpose of the meal, (ii) MCS business is conducted during the meal, and
31 (iii) MCS business cannot conveniently be scheduled during non-meal hours.

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33 (d) **Entertainment:** An official is not entitled to reimbursement of any expense
34 incurred in entertaining another person.
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36 (e) **Resource materials:** An official may be entitled to reimbursement for the cost of
37 acquiring a book, video tape, DVD, or other resource or research material if it relates to a matter
38 within the official's present jurisdiction on the Board or to the official's general responsibilities as a
39 member of the Murfreesboro City School Board, provided (i) said resource material will be of
40 benefit and interest to persons other than the one individual, (ii) provided further that the materials
41 are placed in the permanent possession of the most relevant department head, and (iii) the purchase
42 is within the budget.