

<b>Policy Subject</b>	<b>Location Code</b>	<b>Adoption Date</b>
SCHOOL DISTRICT EXPENDITURE POLICY	205.1	4/5/82
	<b>Rescinds/Amends</b>	<b>Adopted</b>
	Amended 2/14/94	

- a. Expenses incurred at educational workshops, conferences, training program, hearings, meetings or official functions

In addition to other expenditures authorized by law and by these policies, public funds of the Norfolk Public Schools are authorized by law and by this policy to be used to pay for the following:

1. Payment of reimbursement of actual and necessary expenses of board members, employees or volunteers incurred in connection with any of the following events:
  - (a) Educational workshops
  - (b) Conferences
  - (c) Training programs
  - (d) Hearings
  - (e) Meetings or
  - (f) Official functions
2. Such expenses may be paid with public funds whether the event is sponsored by Norfolk Public Schools or some other entity, whether the event occurs at a Norfolk Public Schools faculty or at some other location within or outside the geographic boundaries of the Norfolk Public Schools. Attendance at the event must benefit and promote the work of the Norfolk Public Schools.
3. If payment for such expenses incurred for attendance at any of these events is otherwise covered by these policies, the provisions of those other policies shall govern payment or reimbursement. If no other policy governs such payment or reimbursement, the following rules shall be uniformly applied:
  - (a) Payment of reimbursement is authorized only if attendance at the event is given  
Prior or contemporaneous approval by the superintendent of schools or, in the case of board members, by the President of the Board of Education.
  - (b) Anyone seeking reimbursement for out of pocket expenses reasonably incurred in Connection with an authorized event shall submit an itemized listing of expenses in order to be reimbursed. The itemized listing shall be submitted to the office of the superintendent.
  - (c) Authorized expenses may include:
    - (1) Any registration cost, tuition costs, fees or charges for attending the event.
    - (2) All reasonable event expenses if the event is sponsored by the Norfolk Public Schools. Such expenses may include the cost of providing non-alcoholic beverages and refreshments for those attending the event. If the event is a public meeting of the board of education or a committee of the board, such expenses may include the cost of providing non-alcoholic beverages for those in attendance.
    - (3) Mileage not exceeds State status.

- (4) Actual travel expense if travel is authorized by commercial or charter means. Such expenses may include reasonable and necessary ground transportation and also may include car rental, if the rental is explicitly authorized as necessary by the President of the Board of Education for board members or by the superintendent of schools for employees or volunteers.
- (5) Meals and lodging at a rate exceeding the applicable federal rate unless a fully itemized claim is submitted substantiating the costs actually incurred in excess of such rate and such additional expenses are expressly approved by the Board of Education

b. Expenses for Meals and Non-Alcoholic Beverages for Emergency Relief Workers and Volunteers

In addition to other expenditures authorized by law and by these policies, public funds of the Norfolk Public Schools are authorized by law and by this policy to be used to pay for non-alcoholic beverages and meals for the following:

1. For any individual while performing or immediately after performing relief, assistance, or support activities in emergency situations, including , but not limited to, tornado, severe storm, fire, or accident;
2. and for any volunteers during or immediately following their participation in any activities authorized by these policies, including;
  - (a) Service on advisory committees to the Board of Education or the superintendent of schools;
  - (b) Mowing grass, picking up litter, removing graffiti or removing snow; or
  - (c) Any other activity approved by the Board of Education.

c. Expenses for Recognition Dinners

In addition to other expenditures authorized by law and by these policies, public fund of the Norfolk Public Schools are authorized by law and by this policy may be used to pay for one recognition dinner each year held for members of the Board of Education, employees of the Norfolk Public Schools, or volunteers in the school. The maximum cost per person for any such dinner shall not exceed twenty-five dollars (\$25.00).

d. Expenses for Plaques, Certificates of Achievement or Other Awards

In addition to other expenditures authorized by law and by these policies, public funds of the Norfolk Public Schools are authorized by law and by this policy may be used to pay for plaques, certificates of achievement, flowers or other item of value awarded to elected or appointed officials, employees of the Norfolk Public Schools, or volunteers, including persons serving on local government boards of commissions. No item awarded to any individual shall exceed fifty dollars (\$50.00) in cost. No item shall be rewarded to any individual without the explicit prior approval of the superintendent of schools or the Board of Education. No item of value shall be awarded to an individual except for activity which promotes the education of the students of the Norfolk Public Schools.