



A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
Fiscal Management	Expenses and Reimbursements	
Descriptor Code:	Issued Date:	Revised Date:
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TRAVEL EXPENSE – IN-COUNTY

Mileage reimbursement for in-county travel shall be paid to employees after support documentation is presented according to the guidelines established in the Knox County Schools Travel Policy. The rate of reimbursement is established by Knox County Schools Travel Policy. Mileage reimbursement shall be allowed without the Superintendent's (or designee's) approval when travel is within Knox County. Examples of reimbursable travel includes travel to bank, hardware store, post office, central office, etc. Mileage reimbursement must be made within the current fiscal year.

TRAVEL EXPENSE – OUT-OF-COUNTY

Reimbursements for travel shall be paid using the guidelines established by Knox County Schools Travel Policy. Travel reimbursement at the school level shall be limited to the amount of funds sent to each school by Central Office for the general operation of the school. Student activity funds shall not be used for out-of-county travel expenses.

Questions should be directed to Knox County Schools Finance Department, 594-1676.