

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: February 14, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **POLICY 3126 – EXPENSE REIMBURSEMENT**

ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services

RESOURCE PERSON(S): Barbara Burnopp, Chief Financial Officer

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 3126.

The revision adds a statement to the policy that expenses shall be reimbursed in accordance with rules and procedures established by the Superintendent. This is the first reading.

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Appendix I – Policy Analysis
Appendix II – Proposed Policy 3126

BOARD OF EDUCATION OF BALTIMORE COUNTY
Policy Analysis for Proposed Revision to Policy 3126:
Accounting and Cash Management – Expense Reimbursement

Statement of Issues Addressed By the Revised Policy

The revision adds a statement to the policy that expenses shall be reimbursed in accordance with rules and procedures established by the Superintendent.

Cost Analysis and Fiscal Impact on School System

None

Relationship to Other Board Policies

Legal Requirement

None

Similar Policies Adopted by Other School Systems

Several other school systems policies were reviewed, including; Montgomery, Prince Georges, Harford, Anne Arundel, Fairfax, and Prince William. Some do not address the topic; however those that did were similar.

Draft of Proposed Policy (see attached)

Other Alternatives Considered by Staff

None

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Accounting and Cash Management: Expense Reimbursement

Approved expenses incurred by employees of the Board of Education shall be reimbursed IN ACCORDANCE WITH THE RULES AND PROCEDURES ESTABLISHED BY THE SUPERINTENDENT.

RELATED POLICIES: BOARD OF EDUCATION POLICY 3127, TRAVEL

Also see Master Agreement with Teachers Association of Baltimore County

Policy
Adopted: 10/8/96
REVISED:

Board of Education of Baltimore County