

**FISCAL MANAGEMENT****TRAVEL AND EXPENSE ACCOUNT - PARENTS**

Parents wishing to participate in and attend conferences in areas where their assistance can help develop or improve upon specific educational programming, or travel within Ohio Count to monitor and visit existing programs, may do so by complying with the following:

I. Travel within Ohio County

- A. Travel within Ohio County for visitation to existing programs must first receive approval from the administrator (Special Education Director, Federal Programs Director, etc.) in charge of the area from which travel expenses will be paid. A written request stating day, time, and place shall be presented prior to the date of visitation.

II. Travel Outside Ohio County

- A. Training or conference must be related to the area of direct parental involvement.
- B. An application for travel must be presented in written form with name, address, and telephone number of those desiring reimbursement for travel. The application must express all estimated costs that will be incurred while at the conference or training. The application must be made directly to the administrator (Special Education Director, Federal Programs Director, etc.) in charge of the area from which the travel expenses will be paid.
- C. The application must be approved by the Superintendent or designee and be submitted for consideration in advance of the trip.
- D. A program of the conference or training must accompany each request.

III. Reimbursement of Expenses

- A. All reimbursement for expenses will be made as per Ohio County Board of Education Policy 5009 and accompanying regulations.

- B. Documentation is necessary for all expenses incurred by parents on trips. This documentation must be presented before reimbursement can be made.

**REGULATION REVIEWED:** April 10, 2017

**REGULATION REVISED:** January 31, 1994

**REGULATION ADOPTED:** August 9, 1978

**OHIO COUNTY BOARD OF EDUCATION**