

**RESCIND BOARD REPORT 09-0325-PO1 EXPENSE REIMBURSEMENT OF BOARD MEMBERS
AND AMEND BOARD REPORT 09-0722-PO1
POLICY ON REIMBURSEMENT FOR WORK-RELATED EXPENSES**

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board of Education of the City of Chicago ("the Board") rescind Board Report 09-0325-PO1 Expense Reimbursement of Board Members and amend Board Report 09-0722-PO1 ~~02-1023-PO04~~, Policy on Reimbursement for Work Related Expenses

POLICY TEXT:

This policy applies to all employees in the Central Office and Area Offices and all employees assigned to satellite central office sites or citywide service units, and the members of the Board of Education as indicated below. If reimbursement will come from a grant fund, employees are to follow the specific grant policy.

I. Intercity Travel

A. General

1. When an individual has occasion to travel on behalf of and for the benefit of the Board,

2. Exceptions to the four-week rule must be approved by the employee's principal or department head.

3. If travel outside the 49 contiguous states is required, the employee must receive approval

from the Chief Executive Officer or his/her designee.

C. Conference Fees

1. Reimbursement will be for all reasonable conference-related fees with appropriate proof of conference attendance and original receipts, where applicable.

2. Payment of registration fees should be made through the purchase order process. Every

4. Cars, Rental

a) Car rental is a reimbursable expense only when other modes of transportation are cost prohibitive, no other transportation is available or the ground transportation distance renders public transportation, taxi, or other mode of transportation impractical.

A. Intra-city Travel Approval

1. Reasonable travel expenses related to intra-city travel approved by the employee's department head will be reimbursed. The travel must be directly related to an employee's job responsibilities. Factors the department head shall consider are: a) distance, b) need to transport materials, and c) other unique circumstances.

and car usage, taking into consideration gas and parking fees.

that no food or refreshments for central and regional office meetings and training activities can be

For the purpose of this policy "food and refreshments" does not include water

Approved for Consideration:



Robert Runcie
Chief Administrative Officer

Respectfully Submitted:




Ron Huberman
Chief Executive Officer

Noted:



Christina Herzog
Acting Chief Financial Officer

Approved as to Legal Form: 



Patrick Rocks
General Counsel