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	Educatio	n of the	: City of	Chicago	("the	Board") <u>rescin</u> i	<u>d</u> Board	Report	09-032	5-PO1
Expense												
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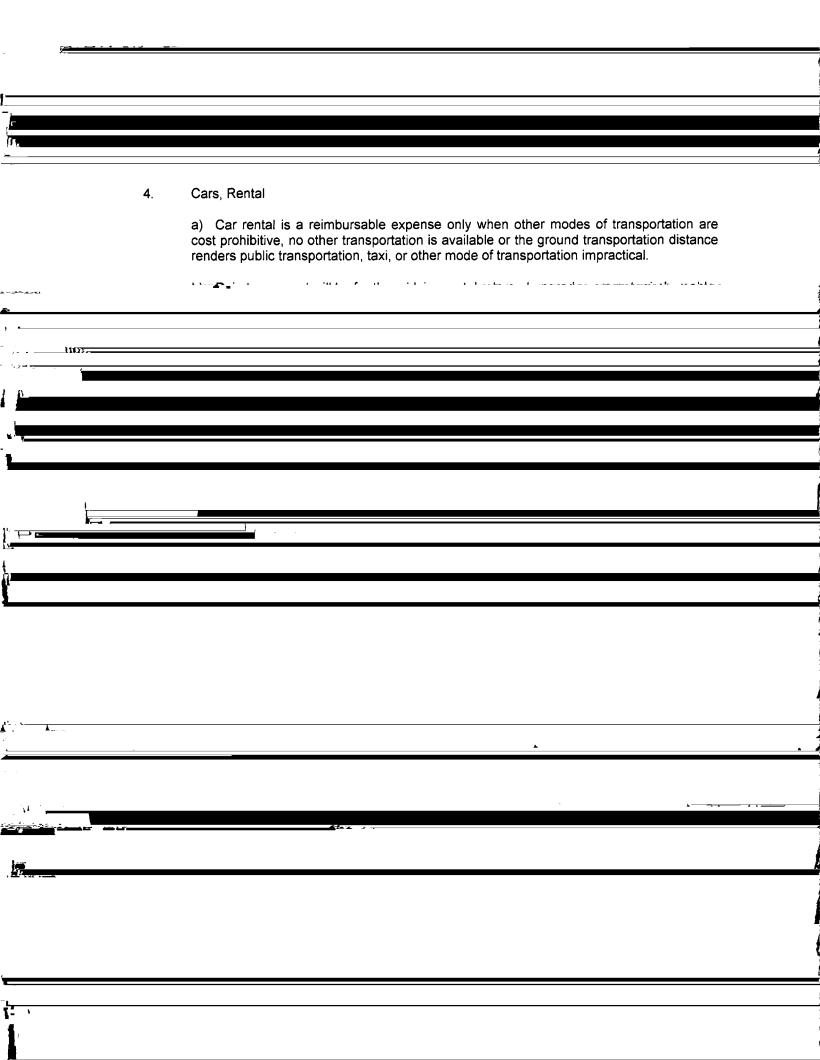
POLICY TEXT:

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,

	Exceptions to the four-week rule must be approved by the employee's principal or department head.
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	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
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	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.
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		and car usage, taking into consideration gas and parking fees.
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Approved for Consideration: Chief Administrative Officer

Noted:

Christina Herzog

Antina Chine Finant Office

Respectfully Submitted:

Ron Huberman **Chief Executive Officer**

Approved as to Legal Form:

Patrick Rocks