

Agora Cyber Charter School

Board of Trustees Policy

TRAVEL EXPENSE REIMBURSEMENT POLICY

Purpose

The Board of Trustees, which approves all financial transactions of the school, recognizes that employees may incur expenses in the course of conducting Agora Cyber Charter School business for which they may be reimbursed. The purpose of this policy is to establish parameters governing employee reimbursement for reasonable and appropriate work-related expenses incurred by employees while conducting official Charter School business.

Authority

As authorized or required by the Pennsylvania Public School Code, the Board authorizes the Chief Executive Officer (CEO) or designee to reimburse employees for travel expenses related to necessary and essential Charter School business and for other approved incurred expenditures, including meals.

Delegation of Responsibility

The Chief Executive Officer or his/her designee(s) is responsible for authorizing travel on necessary and essential Charter School business and the subsequent approval of expenditures incurred. The intent of reimbursement is to defray those expenses the employee would not ordinarily have incurred had the employee not been on travel status.

Those designee(s) considered agents of the CEO, and those designee(s) alone, have the authority to approve expenditures for this purpose for their direct reports. It shall be their responsibility to see that their subordinates are familiar with these procedures and that their approval is obtained **before** such expenditures are incurred. An Administrator may not authorize his/her own travel or approve expenditures but must obtain the approval of his/her supervisor.

The Chief Executive Officer or designee is further directed to develop and implement administrative procedures consistent with this policy. Such procedures shall provide guidance regarding the process for requesting and approving travel, submitting receipts, documenting expenses, and determining allowable reimbursements, and shall be made available to all employees.

Mandatory Regulatory Procedures

Reimbursable Expenses

Actual, necessary, and reasonable expenses shall be reimbursed to an employee if approval has been obtained in advance in accordance with this policy and administrative procedures.

Employees may only be reimbursed for work-related expenses that are regarded as a necessity and reasonable to conduct official Charter School business.

Travel Expenses

Employees should consult the Collective Bargaining Agreements and/or Employee Handbook for specifics related to travel and mileage, meal, and lodging expenses.

Upon conclusion of travel, an expense report should be completed in the web-based tool.

ADOPTED this day 14 of July, 2025



President

Secretary

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