



NON-INSTRUCTIONAL SERVICES: Non-Instructional Services

Travel Approval

I. Policy Statement

- A. The Board of Education of Baltimore County (Board) is committed to the professional growth of employees and to providing the opportunity for employees to share the accomplishments of the Baltimore County Public Schools (BCPS). The Board acknowledges that the first priority of all employees is to further the vision, mission, and goals of the BCPS, and the decisions regarding travel should be based on the needs of the school system.
- B. Subject to those cases requiring advance approval requirements, employees may be reimbursed for expenses directly related to overnight travel while conducting official BCPS business.

II. Implementation

The Board directs the superintendent to implement this policy.

Related Policies: Board of Education Policy 3126, *Expense and Travel Reimbursement*
Board of Education Policy 8361, *Statement of Purpose and Policy*
Board of Education Policy 8362, *Gifts*

Policy		Board of Education of Baltimore County
Adopted:	10/08/96	
Revised:	03/14/06	
Revised:	12/07/10	
Revised:	01/05/16	