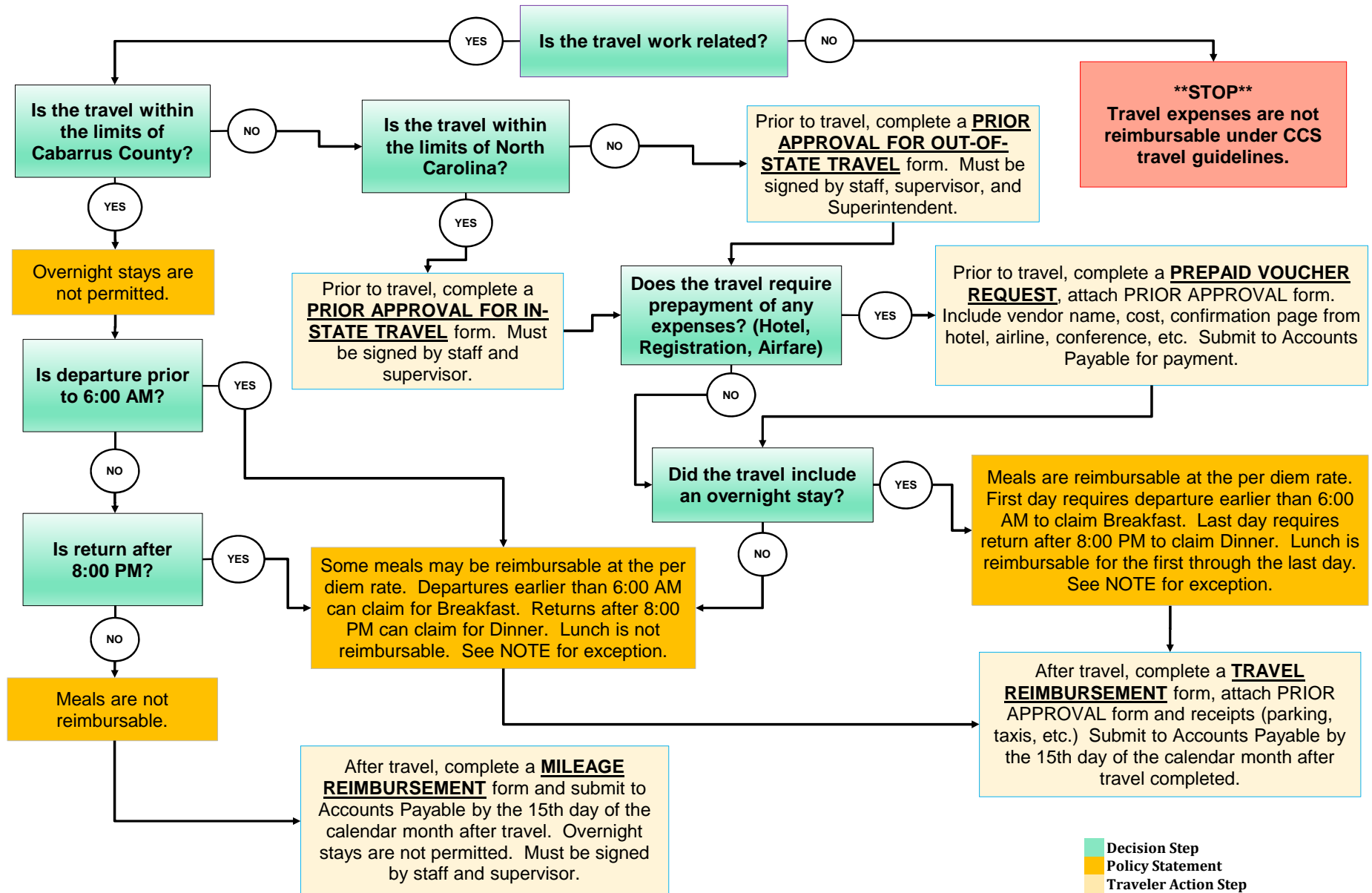


Cabarrus County Schools Travel Reimbursement Process



NOTE: There may be occasions when travel is authorized contingent upon the traveling staff member's agreement not to be reimbursed for meals during the time of travel. Meals are the only exception to the CCS travel guidelines. All other policies and procedures apply. Example: Principal agrees to allow up to 10 staff members to attend a conference. Attendance is optional and on a first come first served basis. Due to limited funding, the Principal agrees to cover all expenses except for meals. In this case, all areas of the flowchart apply except for meal reimbursement.