

**PROFESSIONAL TRAVEL FUNDS - INTERNAL ACCOUNTS**

UNDER GIVEN CONDITIONS, AND IN ACCORDANCE WITH BOARD POLICIES AND RULES, THE INTERNAL ACCOUNTS GENERAL FUND MAY BE USED TO SUPPLEMENT THE PROFESSIONAL TRAVEL FUNDS USED BY TEACHERS AND ADMINISTRATORS OF EACH INDIVIDUAL SCHOOL.

AUTHORITY: F. S. 230.22 (1) (2)  
Policy Adopted: 2/12/70; 9/5/74

Policy Readopted: 6/2/92

**RULES**

1. These monies may be used only when it is to the benefit of the school or county to have an individual attend a meeting, conference or convention and only when schools' budget funds have been exhausted.
2. Internal Accounts cannot be used to reimburse employees or pay vendors for curricular related travel , professional, technical, or consultant services or other items for which School Board funds are available. Payments must be made through the schools' operating budget.
3. In the event budgeted funds are exhausted, internal accounts funds can be transferred to the schools' operating budget to cover professional travel expenses at rates not to exceed those established in Board Policy 3400.

AUTHORITY: F. S. 230.22 (1) (2)  
The Red Book, Chapter 7  
Rules Adopted: 2/12/70; 9/5/74

Amended Rules Approved: 6/2/92