

## TEMPORARY TRAVEL EXPENSE FOR PERSONNEL

Personnel shall be reimbursed for travel expenses incurred while performing duties related to their jobs when travel is at the request of or approved by the superintendent. The principal shall participate in this process.

### Travel within the County

In county travel mileage is only covered for itinerant personnel.

1. All mileage claims must be made on current travel/mileage reimbursement forms
2. Approved travel will be limited to travel directly related to assigned duties
3. Mileage is reimbursed at the rate approved by the Board

### Travel within the State

All travel of this nature must be approved by the superintendent prior to date of travel. All travel expense forms must be filed on current travel/ mileage forms. The claim form must clearly show:

1. The date of travel
2. The destination
3. The purpose of travel (specific)
4. The number of miles traveled and/or public transportation receipts

The school system employee shall be eligible for reimbursement for hotel expenses at the single room rate only, unless the room is shared with someone with approved leave by the superintendent. The cost of room service, personal items or phone calls, and entertainment is not reimbursable. Internet charges incurred with hotel stay may be covered if use of the internet is considered necessary to employee.

### Travel outside the State

Reimbursement for travel expenses out of state shall not exceed the actual itemized expenses. Prior approval for all travel must be obtained prior to the travel and reimbursement should be claimed on the current forms. No reimbursement is allowed for expenses other than mileage, transportation expenses, lodging, and registration for out of county travel.

The point of departure should be the site of employment unless the actual point of departure is nearer to the point of destination. Actual mileage is the shortest distance between the point of departure and the destination.

### General Travel Reminders

Reimbursement for actual expenses incurred shall be at the following rates:

- a. Mileage at the current board/state approved rate.
- b. Lodging at the actual cost, providing that the original, itemized receipt is submitted.
- c. Meals at a limit of \$35.00/day for in state travel or \$45.00/day for out of state travel. Meal receipts must be itemized and detailed but a photocopy is acceptable.
- d. Miscellaneous expenses directly related to the travel as approved by the superintendent.

State auditors carefully examine travel and professional development claims. Board policy should be adhered to at all times.