

## **EMPLOYEE TRAVEL, MEALS, AND LODGING REIMBURSEMENT**

The purpose of this document is to clarify the type and amount of travel expenses authorized and to outline the procedures for receiving reimbursement for incurred expenses. (Please reference Policy File No. DLC)

1. CONFERENCE TRAVEL: School employees and School Board members may be authorized to attend a conference and receive reimbursement for legitimate business related expenses. All reimbursement requests must be filed within 30 days of the date of the conference conclusion and must be accompanied by itemized receipts.

A. Approval:

Complete authorization should be obtained at least two weeks prior to travel being performed. Complete approval consists of: the employee initiating the "Conference/Travel Request" form with all appropriate data to include vehicle request, budget estimates, date(s), and signatures; approval of the form by the Principal/ Supervisor; fund certification by Budget holder; and authorization by Budget and Finance and the Superintendent or his/her designee. Once the request is completely approved, a travel authorization number will be annotated on the form and copies will be distributed to the budget holder and the employee.

B. Reimbursable Expenses:

- (1) Mileage - Employees are encouraged to use cars from the school fleet for out of county travel. If a car is not available and is documented as such by the transportation department, mileage reimbursement for use of your personal car will be at the current published business travel per mile rate of the Internal Revenue Service. Mileage is based on the round-trip distance between the employee's work site and the location of the conference. If commuting from home, mileage reimbursement shall be the distance from home to the conference site, less the employee's normal commute to work. If an employee elects to use a private vehicle, when a public use car is available, there will be no mileage reimbursement.
- (2) Carpooling - Carpooling is encouraged. Please provide name(s) of passenger(s) on the Travel Request and Expense Reimbursement Forms. Drivers or riders having to travel in a private vehicle a few extra miles in order to reach contact points or pick up riders may claim the IRS rate per mile for the extra mileage. Indicate the extra miles claimed for these purposes on the Expense Reimbursement Form.
- (3) Tolls - Such items as bridge, tunnel, turnpike, tolls, and parking are reimbursable. Employees traveling in a school vehicle shall request a toll transponder from the Transportation Department. Otherwise, receipts indicating toll facility and amount should be attached to the Expense Reimbursement Form.
- (4) Public Carrier - Those traveling by public carrier will be reimbursed for actual amount of their round-trip ticket, including tax, provided this mode of transportation is approved in advance by the Superintendent or his/her designee. Mileage to and from public carriers is reimbursable, with the IRS per mile limitation.
- (5) Commuting to Conference vs. Overnight Lodging - Those commuting daily may claim mileage at the current published business travel per mile rate of the Internal Revenue Service when no public use car is available and parking, provided the daily amount does not exceed the approved reimbursement for the single room rate.
- (6) Meals - While attending an approved out of town conference requiring overnight lodging, will be reimbursed at actual cost not to exceed \$39.00 per day, including tax and tips. Itemized receipts are required for reimbursement, and in no case shall the reimbursement request exceed the actual expense. Expenses for alcoholic beverages will not be reimbursed.

Per meal rates are:

|           |         |
|-----------|---------|
| Breakfast | \$8.00  |
| Lunch     | \$10.00 |
| Dinner    | \$21.00 |

To be reimbursed for meals on partial days, an employee must annotate departure/arrival time on the reimbursement form. Breakfast may be claimed if departing from home before 7:00 a.m., and dinner if arriving home after 7:30 p.m. No meal reimbursement will be provided unless the approved conference requires overnight lodging.

- (7) Lodging - Rooms should be shared when appropriate. Maximum individual reimbursement is at the single room rate that the hotel has guaranteed for the conference, plus tax.
- (8) Miscellaneous - For reimbursement consideration, miscellaneous expenses related to approved travel must be itemized. Itemized receipts are required.
- (9) The following circumstances may result in denial of the reimbursement request:
  - a. Failure to secure an approved Conference Request Form at least two weeks prior to date(s) of travel.
  - b. Submission of request(s) in excess of thirty (30) days after the date(s) of the conference.
  - c. Submission of expenses incurred by individuals other than those approved for conference travel.
  - d. Submission of claims for inappropriate expenditures (i.e., alcoholic beverages, advertising items, etc.).
- (10) Submission of claims for inappropriate items will be reported to the immediate supervisor and the Human Resources Department and may result in disciplinary action.

2. LOCAL TRAVEL:

- A. Local travel is only intended for employees who are required by the School Division to incur certain personal expenses (such as mileage) while conducting school business. These expenses are subject to the school/department budgets and must have the approval of the principal/department supervisor.

Local mileage claims must be submitted monthly. Annual claims will not be accepted.

- B. The official mileage authorized within the county is as follows:

|              | ABG  | ACH  | BET  | BOT  | PET  | TCWEC | PAG | PEA  | GHS  | GCCH |
|--------------|------|------|------|------|------|-------|-----|------|------|------|
| <b>ABG</b>   | 0    | 4.8  | 11.7 | 9.9  | 14.4 | 6.9   | 5.3 | 11.7 | 7.6  | 10.1 |
| <b>ACH</b>   | 4.8  | 0    | 16.1 | 14.3 | 18.8 | 11.3  | 9.7 | 16.1 | 12.0 | 14.5 |
| <b>BET</b>   | 11.7 | 16.1 | 0    | 6.4  | 5.6  | 7.0   | 8.8 | 0    | 5.9  | 6.6  |
| <b>BOT</b>   | 9.9  | 14.3 | 6.4  | 0    | 5.7  | 4.0   | 5.6 | 6.4  | 3.5  | 0.2  |
| <b>PET</b>   | 14.4 | 18.8 | 5.6  | 5.7  | 0    | 10.0  | 9.9 | 5.6  | 8.1  | 5.9  |
| <b>TCWEC</b> | 6.9  | 11.3 | 7.0  | 3.9  | 10.0 | 0     | 1.4 | 7.0  | 1.0  | 3.7  |
| <b>PAG</b>   | 5.3  | 9.7  | 8.8  | 5.6  | 10.3 | 1.4   | 0   | 8.8  | 2.4  | 5.4  |
| <b>PEA</b>   | 11.7 | 16.1 | 0    | 6.4  | 5.6  | 7.0   | 8.8 | 0    | 5.9  | 6.6  |
| <b>GHS</b>   | 7.6  | 12.0 | 5.9  | 3.5  | 8.7  | 1.0   | 2.4 | 5.9  | 0    | 3.3  |
| <b>GCCH</b>  | 10.1 | 14.5 | 6.6  | 0.2  | 5.9  | 3.8   | 5.4 | 6.6  | 3.3  | 0    |

**LEGEND:**

**ABG** = Abingdon Elementary School  
**ACH** = Achilles Elementary School  
**BET** = Bethel Elementary School  
**BOT** = Botetourt Elementary School  
**PET** = Petsworth Elementary School

**TCWEC** = Thomas Calhoun Walker Education Center  
**PAG** = Page Middle School  
**PEA** = Peasley Middle School  
**GHS** = Gloucester High School  
**GCCH** = Gloucester County Historic Court House Area

3. TRAVEL REIMBURSEMENT: Travel will be reimbursed by submitting a "Travel Expense Reimbursement Form." All blocks must be completed and itemized receipts attached. Separate vouchers must be submitted for conference and local travel.
  
4. GENERAL: Any questions on the interpretation of this procedure should be directed to the Director of Budget and Finance or the Superintendent of Schools. Any exceptions to established monetary limits must be approved/disapproved by the Superintendent of Schools, or his/her designee.

**ADOPTED:** June 12, 1990

**REVISED:** August 1, 1993  
March 1, 1994  
July 1, 1997  
February 9, 1999  
January 14, 2003  
January 9, 2007  
July 14, 2009 (retroactive to July 1, 2009)  
June 13, 2017 (effective July 1, 2017)

**CROSS REFERENCE:** DLC Expense Reimbursements

**Gloucester County School Board**