

TRAVEL EXPENSES FOR PERSONNEL

Approvals

Personnel may be provided travel expenses that are required or requested by their immediate supervisor and the Superintendent. To encumber Central Office funds requires the written approval of the immediate supervisor and the Superintendent or designee. To encumber local school funds requires the approval of the immediate supervisor and the principal. All out-of-county travel requires the approval of the Superintendent. (Part 200) Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by board employees who are in travel status on official business of the board. The board's travel policy provides for reimbursement and payments for travel costs of employees paid from federal funds that is consistent with the travel costs for board employees paid from state or local funds.

Information Required

Claims for travel reimbursement must be made on forms approved by the Board. Such forms must include the following information: name of traveler, date, reason for trip, and other pertinent data as requested (receipts, etc.). The signatures of the employee and his/her immediate supervisor must be affixed to the travel request form prior to submission for approval by the principal and/or the Superintendent.

Mileage Rates

Mileage for all private vehicle travel shall be reimbursed at the state rate approved for School District employees for all approved travel.

REGULAR IN-STATE (OUT-OF-COUNTY) TRAVEL

Reimbursement for Travel Expenses

Personnel may be reimbursed for actual expenses incurred in attending conferences and in other travel of benefit to the school system. Reimbursement is allowed only for expenses of personnel. Maximum reimbursement shall be for actual expense not to exceed the following amounts:

1. Mileage: the maximum amount allowed by the U. S. Internal Revenue Service;
2. Hotel or motel: no more than \$300.00 per night
3. Meals: No more than \$55.00 per day.

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ITINERANT TRAVEL

Employees required to travel on a continuing basis from school to school or work site to work site to conduct the activities associated with their jobs shall be paid mileage at the state rate (no expenses or subsistence) as specified below:

An employee assigned to teach classes at two or more different campuses (example - mornings at one campus, afternoons at a second campus which requires automobile use) may claim one-way-only mileage for travel between campuses.

Employees may not claim mileage when they are assigned to work all day at different schools or work sites on alternate days (example - Mondays at one school, Tuesdays at a second school, or any like combinations). Reimbursement for itinerant travel shall be paid monthly on travel claim forms signed by the employee and the employee's principal/work site supervisor. Principal's, Central Office administrators, and supervisors may be reimbursed for job-related travel.

OUT-OF-STATE TRAVEL

Reimbursement for travel expenses outside the state shall not exceed the actual, documented expenses. Prior approval for all travel must be obtained from the Superintendent before any travel expenses can be incurred. All travel expense claims must be made on forms prescribed by the Superintendent for reclamation of travel outside the state or county. All expenses claimed for out-of-state travel must be supported by documented receipts.

The mode of transportation shall be designated by the Superintendent. Reimbursement for travel shall not exceed the cost of a coach fare airline ticket, unless an emergency is declared by the Superintendent. The cost of out-of-state travel and lodging should be shared with other employees when possible. Provided a person not employed by the School District shares a room with an employee, the School District employee shall be eligible for reimbursement at single room rate only. Personnel shall not be reimbursed for more than three meals per day at a maximum of \$55.00 per day. If it is necessary to rent an automobile it should be no more than a mid-size car. Transportation from the airport to the hotel should be by hotel shuttle or cab. Reimbursement for personal items and entertainment will not be made.

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TRAVEL EXPENSE ADVANCES

Advance payment for conference registrations and hotel lodging may be made with the approval of the Superintendent. In no case shall cash advances or checks be issued to individual employees to cover travel expenses.

SOURCE: Colbert County Board of Education, Tuscumbia, AL
ADOPTED: Jan 2, 1987; REVISED: Jul 8, 1993; Jul 27, 1995; Sep 2, 1999; Oct 20, 2016
LEGAL REF.: *The Code of Alabama*, §§16-8-8 to 10, §16-9-15, §16-13-3; Attorney General's Op., May 30, 1968, Jul. 28, 1980. Part 200 Uniform Guidance for Federal Programs