

## **Travel Guidelines Administration Regulation Sylacauga City Schools**

### Purpose:

To outline the procedures for the documentation and reimbursement of travel by employees, members of the Sylacauga City Schools Board of Education and consultants employed by the School District.

### Procedures:

1. Employee Authorization for travel: A professional leave form must be submitted to your School Principal, and/or Program Coordinator and the Superintendent two weeks prior to date of travel unless unavoidable, before any travel is taken. The leave request must be accompanied by a completed registration form and any other form of documentation to substantiate the need for travel. A travel request shall normally be limited to that for which funds have been appropriated in the annual budget.

The Professional Leave form shall include estimates for the total costs of registration fees, mileage, lodging, meals and any other allowable expenditure. Unauthorized travel will be at the expense of the employee.

**Administrators travel requests will be approved by the Superintendent.**

2. Prepayments: Once approval has been given, registration, lodging and airline tickets may be paid in advance. The following documents are required for prepayment:
  - Registration – completed registration form attached to the Professional Leave Form.
  - Lodging – confirmation letter from the hotel indicating the total amount owed for the reservation and the mailing address for the hotel.
  - Airline tickets – verification from the airline with the total amount owed for the ticket.

In order for prepayments to be made, all documents must be in the District Bookkeeper's office 10 days prior to the travel date as indicated on the Professional Leave Form.

3. Authorized Expenses: The Board of Education will reimburse the employee for lodging, meals, registration, airline tickets, mileage for personal vehicle, parking and toll fees, taxi or equivalent transportation fares between the airport and the hotel and/or the hotel and the training site. All receipts should be presented for payment and shall be itemized.

Hotel lodging reimbursement will be given based on a maximum of double occupancy.

4. Unauthorized Expenses: The Board of Education will not reimburse the employee for limousine service, alcoholic beverages, snacks, personal supplies or entertainment.
5. Employee Reimbursement Requests: Within five working days following the employees return to work from travel, the employee will submit a Travel Reimbursement Form (Sylacauga City Schools Board Policy Form DJD-F) with each section completed and all supporting documentation attached to his/her Principal for approval. Once approved by the Principal, the school bookkeeper will check for errors. The school bookkeeper will then route the Travel Reimbursement Form to the Coordinator and Superintendent for final approval. Once final approval is made by the Superintendent, it will then be routed to the District Bookkeeper for payment. Check runs are scheduled on the 10<sup>th</sup> and 25<sup>th</sup> of the month.

The District Bookkeeper must receive all of the necessary documentation at least five working days before a check run to be included in that particular run.

6. Meal Allowances: Employees traveling may be reimbursed the actual costs of meals within the maximum limits established in these travel regulations.

Meals are eligible for reimbursement if the travel exceeds 30 miles from work site.

The meal allowances for in-state travel are: \$10.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner.

The meal allowances for out-of-state travel are: \$15.00 for breakfast, \$25.00 for lunch and \$35.00 for dinner.

An employee will be reimbursed for actual expenses up to the prescribed limit for each meal (including gratuity). A gratuity of up to 15% may be included; however, it must be included in the allowable cost of the meal. Unused meal allowances may not be applied to other meals.

**Expenses in excess of the prescribed limits will not be reimbursed.**

No meal allowance may be claimed if a meal is included in conference registration.

7. Meal Allowance Eligibility: Employees traveling may be reimbursed for meals as described in item #6. The eligibility of meals is as follows:

An employee is eligible for the breakfast meal allowance if he/she is on travel status prior to 7 a.m.

An employee is eligible for the lunch meal allowance if he/she is on travel status between 10 and 4 p.m.

An employee is eligible for the dinner meal allowance if he/she is on travel status between 5 and 10 p.m.

8. Mileage Reimbursement Rate: Employees may be reimbursed for business miles traveled in a personal vehicle at the Standard Mileage Rate approved by the Alabama State Department of Education for School System Employees. Reimbursement is for point-to-point mileage only.
9. Required Documentation of Allowable Expenses (reimbursement of authorized expenditures will be made only if substantiated):
  - a. **Registration fee** – documentation by publication or by invoice/receipt or a copy of the check showing payment.
  - b. **Meals** – (including gratuities actually paid not exceeding 15%) – **dated, itemized receipt**
  - c. **Lodging** – original itemized invoice/confirmation.
  - d. **Coach Airline Tickets** – by original itemized invoice.
  - e. **Mileage for personal vehicle** – substantiated by a road map for point-to-point mileage attached to the Travel Reimbursement form; no incidental mileage will be paid.
  - f. **Parking and Toll fees** – substantiated by a dated receipt.
  - g. **Checked baggage fees** – substantiated by dated receipt
  - h. **Taxi or equivalent fees** – substantiated by dated receipt.
  - i. **Other receipts** – documented by dated receipts.

**Please note:** Cash register tapes, scraps of paper or other reimbursement claims that are not determinable as to the date, the place and the type of expenditure will be disallowed for reimbursement.

10. Employee Responsibilities: Employees are responsible for ensuring the most reasonable rates for all expenditures. Employees traveling to the same location should carpool unless extenuating circumstances make it impractical.
11. Consultants and Board Members: All consultants hired by the Board and Board members are required to follow the same guidelines as employees when requesting reimbursement.
12. Other Provisions: The Superintendent may authorize exceptions to the provisions set forth if he/she deems the exception necessary to meet the needs of the School Systems operations. Principals/Coordinators, accompanied by an explanation of the circumstances that justify the need for making the exception, can request the Superintendent's authorization of exceptions in writing.

13. In –System Itinerant Travel: Employees assigned to travel from school to school may claim one-way mileage for travel between schools. Employees are not eligible for travel reimbursement when they are assigned to work all day at different schools or work sites on alternate days (example – Monday at one school, Tuesday at a second school, or any like combination). Certified employees, with the exception of School Administrators, traveling 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.

Reimbursement for itinerant travel shall be paid monthly based on the Local School Travel Form completed and signed by the employee, the employee's principal, Coordinator (if funds other than local funds are used for reimbursement) and the Superintendent. The reimbursable mileage rate will be the Standard Mileage Rate approved by the Alabama State Department of Education for School System Employees.