

Maryville City Schools
Administrative Procedure 2.804
Expenses and Reimbursements

The following regulations shall constitute the policy regarding travel taken while on official business for Maryville City Schools (MCS), as funded by MCS. Authorization for travel will not be granted, and expenses will not be reimbursed, unless travel taken and reimbursement claims are in accordance with these regulations.

All travel must be by the most economical and direct route possible, and employees traveling by an indirect route must assume any extra expenses incurred.

Pre-Authorization – Advanced approval is required for travel for professional development. Prior approval must be received from the appropriate program director if any part of the travel expenses will be paid out of a state or federal grant.

Credit Card – Employees are encouraged to use school or district-issued credit cards to cover travel expenses, especially those items that can be pre-paid such as registration fees, airfare, lodging, and fuel for rental cars. **The cards should not be used to purchase meals for personal consumption or fuel for personal vehicles.** A district fuel card is the preferred method for purchasing fuel for **district owned vehicles**; however, a school credit card can be used if a fuel card is unavailable. All travel expenses covered with a school or district-issued credit card should be documented on the Travel Reimbursement Form.

Reimbursement – Covered travel expenses are for transportation, lodging, food, and incidentals incurred by employees who are in a travel status on official business of MCS. Receipts are required for lodging costs claimed per trip. Reimbursements for meals and incidentals are paid according to the MCS per diems listed on the Travel Reimbursement Form. Mileage is paid at the State of Tennessee rate. Parking is paid at the State of Tennessee rate unless a receipt is furnished with the actual charge listed at which time the actual charge will be paid. State of Tennessee reimbursement rates can be found at the following link: <http://www.gsa.gov/portal/content/104877>.

Meals – All meals should be purchased with personal funds and not school or district-issued credit cards. Personnel may request reimbursement at the per meal amount. Reimbursement shall not be requested for any meals provided by the conference/vendor. Employees who attend a meeting or conference that is held within the regular school hours shall be responsible for personal meal expenses, just as they would for a routine day of employment. However, if the meeting is extended past the schedule of a routine school day, meals may be submitted for a reimbursement through the per diem process. Receipts are not required for meal reimbursement. The MCS per diem meal amounts are provided on the Travel Reimbursement Form.

Lodging - Lodging shall be reimbursed at actual cost for employees attending conferences, conventions, seminars, or workshops and paying the rate established for such event. Original receipts for lodging costs are required to receive reimbursements. The lodging receipts must itemize room charges, taxes, and surcharges by date.

Transportation – Transportation is allowed by automobile (personal or rental) or airplane, whichever is the most economical and direct. Airfare must not exceed coach fare. Auto travel will be reimbursed at the rate established by the State of Tennessee. For car rentals, MCS has an agreement with National/Enterprise for discounted rates.

Grant Travel – Costs incurred by an employee for travel covered by grants, including lodging, food, and incidental expenses, must not exceed charges normally allowed by the District in its regular operation as detailed above. In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that (1) participation of the individual is necessary to the federal award and (2) the costs are reasonable and consistent with the District's established policy.

Reimbursement Process

For reimbursement for approved travel, a Travel Reimbursement Form must be completed. This form must be completed in full. Information to be included: person requesting reimbursement (with full address), dates and purpose of travel, name and location of meeting attended. A copy of the meeting agenda should also be included. The Travel Reimbursement Form should be submitted to the employee's immediate supervisor. Approval from the appropriate program director is also required for reimbursement requested from federal funds.

Receipts must be attached for all items being requested for reimbursement or purchased with a school or district-issued credit card. A receipt is not required for meals. No cost shall be claimed which is not incurred. If meals are provided as part of an employee's participation in a conference or other activity, costs for such meals shall not be claimed.

All requests for reimbursement must be made within 30 days of the travel end date. Requests after this deadline will be denied, and the employee will be responsible for any charges made to a system credit card. The Director of Schools or his/her designee may waive the deadline if special circumstances arise. Approval by the DOS must be received in this situation before payment will be made.

Director of Schools or his/her designee reserves the right to deny payment of expenses if any item is deemed inappropriate. If any item charged on a school system credit card was found inappropriate, then said employee would be contacted for payment to the credit card company.