

## GRANVILLE COUNTY PUBLIC SCHOOLS TRAVEL GUIDELINES

An employee traveling on GCPS business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official GCPS business are **prohibited**.

### **EXPENSES COVERED BY GRANVILLE COUNTY PUBLIC SCHOOLS:**

#### **Transportation**

**Plane fare:** Reimbursement for coach class as substantiated by receipt. If applicable, in addition, reimbursement is allowable for one bag per traveler on GCPS business. It is the individual's responsibility to choose the flight(s) that best suits the situation with respect to cost, convenience, and speed.

**Private auto:** Employees on official business may use their private cars for personal convenience rather than a Board of Education vehicle. Reimbursement is at 0.36 per mile. The per mile reimbursement includes gas and oil. GCPS will not reimburse for repairs to a private automobile in use on GCPS business. **Mileage is measured from the closer of duty station or point of departure to destination and return.**

**Rented auto:** Limited to circumstances where it is necessary to meet travel schedules or where it is more reasonable to rent a car than to use a taxi. GCPS will only reimburse or pay for the lowest cost car rental which meets the business purpose. Rental insurance must be obtained and will be reimbursed by GCPS.

**Bus, taxi, shuttle:** Reimbursed as necessary in the conduct of GCPS related activities as substantiated by receipt. It is the individual's responsibility to use the mode of transportation that best suits the situation with respect to cost, convenience, and speed.

#### **Lodging**

Lodging is reimbursable for a travel destination at least 95 miles from the employees regularly assigned duty station or home, whichever is less. (The assistant superintendent may approve an exception to this policy if the travel destination is less than 95 miles but more than 35 miles from the employee's regularly assigned duty station or home, whichever is less.) If prior approval is not obtained, GCPS will not reimburse lodging for destinations less than 95 miles from the employees' regularly assigned duty station.

Cost of a single room subject to current Subsistence Rates (Max: In-state: \$65.90 & Out-of-state: \$77.90)  
Staff members are encouraged to share rooms where feasible.

Excess Subsistence Form must be approved **PRIOR** to travel for reimbursement higher than maximum allowance.

**If prior approval is not obtained, then GCPS will only reimburse to the State-approved rates.**

#### **Meals**

Meals are reimbursed at the per diem costs for overnight stay, up to a maximum of \$37.30 per day (Breakfast \$8.20, Lunch \$10.70, Dinner \$18.40 for in-state travel and \$39.80 per day (Breakfast \$8.20, Lunch \$10.70, Dinner \$20.90) for out-of-state travel. A business meal (if included) must be counted as one of the three (3) meals for that day.

**Reimbursements for lunches are not paid if travel does not include an overnight stay.**

**Breakfast & Dinner may be included if travel begins before 6:00 AM and/or extends beyond 8:00 PM.**

#### **Gratuities**

Reimbursable gratuity or tips must be considered reasonable for items that are not already covered under subsistence. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds.

#### **Other**

Parking expenses are reimbursable while in the course of conducting official GCPS business as long as such expenses are determined reasonable and clearly show that there was care taken to keep the costs to GCPS as low as possible. Valet parking is not reimbursable.

Personal telephone calls, laundry, entertainment, recreation, alcoholic beverages, between meal snacks and refreshments and other personal expenses are **NOT** reimbursable.

**INSTRUCTIONS FOR TRAVELERS:**

**Before departure:**

- 1) Complete the PD-1 Form and obtain appropriate approvals at least twenty working days prior to the event.
- 2) To request any prepayment of hotel or registration submit PD-VF for each vendor and obtain required approvals. **▲ minimum of 20 working days should be allowed for preparation of these payments.**
- 3) Complete and get approvals on Excess Subsistence Form if lodging exceeds the State-approved rates.

**While traveling:**

- 1) Keep a record of expenditures.
- 2) Obtain receipts for all reimbursable expenses. Itemized receipts must be maintained and submitted. Only exceptions are meals which are reimbursed at a per diem rate. Receipts for meals are recommended to be maintained by the traveler for their own protection in case of audit.

**Upon return:**

- 1) Complete the PD-2 Reimbursement Form
- 2) Add the totals both horizontally and vertically.
- 3) The "Title of the Professional Development Activity" and a copy of the certificate of participation or similar documentation must be attached.
- 4) Sign and date the PD-2 in spaces provided at the bottom of the form.
- 5) Attach all receipts (except for per diem meals) and submit report to First Approval within 20 days of return.

**Approvals Required for PD-1 & PD-2:**

<b>Traveler:</b>	<b>1<sup>st</sup> Approval:</b>	<b>2<sup>nd</sup> Approval:</b>
Teacher or School Based Employee	Principal	Budget Manager
Principal	Budget Manager	Assistant Superintendent of C&I
Central Services Employee	Supervisor	Budget Manager
Assistant Superintendent	Budget Manager	Superintendent
Superintendent	Board Chair	
Board Member	Board Chair	
Board Chair	Board Vice-Chair	

Granville County Public Schools travel guidelines are based on the State of North Carolina Budget Manual Section 5.0 Travel Policies and Regulations. For additional details please refer to this complete state policy document which is located on the Granville County Public Schools website under the Finance Department. For any differences between the state policy and these guidelines, the more restrictive or lower reimbursement policy should be followed.