

## **OUT OF COUNTY TRAVEL REQUEST FREQUENTLY ASKED QUESTIONS**

### **Q: Which address do I use when calculating mileage, my home or school address?**

A: *“The employee’s Worksite shall be the point of origin for computation of mileage unless the employee begins or ends the trip at his/her Residence and the Residence is closer than the employee’s Worksite to and from the destination. In no event shall the Board reimburse an employee for mileage in excess of the distance from the employee’s Worksite to and from the destination.” Policy 03.125 AP.21* **Please use actual departure and destination addresses. Do not submit a request with mileage calculated for a general location such as from Jackson to Hazard.**

### **Q: What if my home address is closer to my destination, but I’m working a half day and leaving from my worksite to go to the meeting?**

A: You can calculate your mileage from your work site to your destination and get reimbursed for it.

### **Q: What is the state rate for mileage?**

A: Currently the rate is .44/mile. The rate changes every quarter so the finance office will email staff the new rate when it changes.

### **Q: Do I have to submit a travel request if I’m riding with another employee?**

A: Yes, you are required to complete a request to receive permission to leave the district and count it as a work day. Make a note as to who you are riding with somewhere on the request. Complete the request as if you were driving in case your plans change and end up driving.

### **Q: I don’t know how the cost for my travel is being paid. What do I select as the source of funds?**

A: Ask the school clerk about the funding or let the principal make that selection when they approve the request. Please make sure a source of funds is selected before the request is submitted to me for processing.

### **Q: There is a registration fee for the meeting. How does the fee get paid and do I register myself?**

A: You will submit a supplies order form along with your travel request and a purchase order will be created for the fee. Once the purchase order has been approved you can register for the meeting.

### **Q: Can I get reimbursed for meals?**

A: Yes, but only if your travel requires an overnight stay. We reimburse up to \$10 for breakfast, \$15 for lunch, and \$20 for dinner. Receipts are required and must be itemized. We cannot reimburse any tips or alcoholic beverages.

**Q: I need a hotel room for this meeting. Does the district make the hotel reservation?**

A: No, employees are responsible for making/canceling any hotel reservations. You can get reimbursed for the cost of the hotel room. Attach an itemized hotel receipt (showing a zero balance) to your request when asking for reimbursement.

**Q: The hotel will accept school purchase orders. Can the district pay the hotel directly for the cost?**

A: Yes, if the hotel will accept purchase orders and direct bill us we can process this for you. Submit a supplies order form for your hotel room along with your travel request and a PO will be created. Once the PO has been approved it will be emailed to you so you can make your reservation.

**Q: An outside organization is paying me directly for my mileage and will reimburse the district for the sub teacher cost. How do I document that?**

A: Complete the travel request form as you normally would. Make a note on the request that you will not need reimbursed for mileage. Send all documentation you have concerning the sub teacher cost so we can properly bill the organization for the sub cost. The same thing applies if the district has to reimburse an employee and then the district gets reimbursed for the entire cost from the organization.

**Q: What do I need to do if my meeting is canceled or the date of the meeting changes?**

A: Please send Brittany Sloas a quick email. If the meeting has been rescheduled and the location hasn't changed you can still use the approved request. Please change the date and make a note on the request when you submit your claim for reimbursement. If the location changes you will need to submit a new request.