

TRAVEL GUIDELINES



EMPLOYEE TRAVEL GUIDELINES

(Revised August 2014)

TRAVEL REIMBURSEMENTS

More and more of our staff members are traveling to destinations we have not visited in the past. We are finding more hotels that will not direct bill our district for lodging. We recommend all staff members, who may need to travel, have access to their own personal credit cards to solve these kinds of problems.

You can pay for any or all of your travel related expenses and be reimbursed upon your return. You need receipts for all claimed expenses except your meals. Meals are reimbursed by the published schedule in your employee handbook.

When you submit your blue travel voucher for reimbursement, we must have a copy of your meeting agenda and your professional meeting attendance request form. Some common travel expenses for which people forget to obtain receipts include taxis, airport shuttles and parking facilities.

We want you to receive all the reimbursement to which you are entitled. In fact, many people received more than they requested last year because they were entitled to it under our travel reimbursement policy. The key to the whole process is that you provide to us the necessary documentation. If you have questions about travel reimbursements, contact the finance department, 928-4141.

General Instructions and Reimbursement Information:

1. Requests to attend professional meetings must be submitted on a Professional Meeting Attendance Request Form (sample follows). This form should be filled out completely and very carefully. The information on this form will be the basis for expenses you are entitled to claim upon your return. Electronic templates of the form may be found at www.boyd.kyschools.us under link for the Finance department and named "Travel Request Form."

2. Employees should only pay for their own expenses and obtain a receipt for every expense, except meals, that they intend to claim on their travel reimbursement form. This form is blue and entitled, "Travel Voucher" and can also be found on the Boyd County web page.

3. No reimbursement can be claimed for the expenses of any person other than employees, board members, or other individuals so designated by the Superintendent.

4. Maximum reimbursement for overnight lodging will be the single room rate including any taxes. If your spouse or another person accompanies you on a trip, **you** must pay the additional room charge. Lodging reimbursement requests must be substantiated by a receipt. Additional room charges (such as movie rentals and telephone charges) will not be paid.

5. Employees approved to use their own vehicle for travel will be reimbursed at the rate in effect during the time of the trip for mileage from Boyd County to the meeting site and back. A list of standard mileage to destinations in and near Kentucky is included in this information booklet and available from the finance department. Employees approved for reimbursement for personal vehicle usage within the district will be reimbursed at the rate in effect during the time of vehicle usage. This reimbursement **does not include** travel to your primary work site. Only trips from the primary site to other sites are covered.

6. All tolls and parking fees incurred in school related travel, which are substantiated by a validated receipt, will be reimbursed. Reimbursement amounts should be entered on the Travel Voucher in the "Other Expenses" column of the form.

7. Meal expenses incurred during trips **not requiring an overnight absence** from the district will not qualify for reimbursement. Expenses for meals during out-of-district trips requiring an overnight absence to a destination of at least 40 miles will be reimbursed at a maximum of \$35 per diem.

The state has designated several "high rate areas" which qualify for a maximum of \$42 per diem. A list of these areas is included in this section of the handbook. If the employee's trip does not qualify for a full day's reimbursement, an amount corresponding to the meals that do qualify will be reimbursed.

Individual meal allowances are as follows: Breakfast - \$8, Lunch - \$10 and Dinner - \$17. For high rate areas (see page 29) the meal reimbursement allowances are: Breakfast - \$10, Lunch - \$11 and Dinner - \$21.

These amounts will be paid for reimbursement regardless of the amount actually spent above the allowable amount. Meal receipts **will not be required** in order for reimbursement to be given. Meeting agendas, itineraries, etc., will be used to determine eligibility for reimbursement. **Do not charge meals to your hotel/motel room bill!**

8. In order to receive reimbursements, you must file requests on travel reimbursement forms from the Central Office. Travel expenses for trips out-of-district should be filed on the blue "Travel Voucher" form and submitted for payment **within 30 days of your return**. A copy of your approved meeting request form and a copy of your itinerary or meeting brochure, along with your original receipts, must be attached to the "Travel Voucher" when submitted.

Expenses for **daily travel within the district** should be filed on the yellow "Monthly Travel Expense Record" form and submitted for payment **before the end of the next month**.

9. Travel reimbursement forms, with accompanying attachments, should be submitted to the finance department in the Central Office by the first working day of the month if payment is expected that month. Forms may be obtained at any main office in any of the district's schools. Any questions involving the reimbursement request must be resolved before it can be processed for payment. Checks for reimbursement will be released after the board approves them.

10. For additional travel expense reimbursement information, see Board Policy numbers 03.125 and 03.225.

SPECIAL INSTRUCTIONS FOR TRAVEL RELATED PURCHASE ORDERS

1. Employees wishing to use purchase orders for certain expenses connected to their professional meetings need to keep some time frames and other information in mind.

Before you start filling out purchase orders for your trip, have your **APPROVED** trip request form in your hand. That way you will be able to make copies of it for all of your purchase orders and reimbursement form. **Purchase orders are specific to the vendor to whom they are made.** You normally cannot use one purchase order for your registration and hotel, for example, because these bills will be paid to different vendors.

2. The purchase order should answer the "who, what, where and when" questions. Even if this information is on your approved meeting attendance request form, it still needs to be on your purchase order. If several people are going to the same meeting and need to have registration fees paid in advance, these multiple fees can be combined on the same purchase order. Just attach each person's necessary forms to the group's purchase order.

If there are several sources of funding that will be used to pay for expenses, these sources should be clearly stated on the purchase order or professional meeting attendance request form. Please provide copies of any documents (i.e., registration forms) that need to be mailed or returned to you.

3. Do not wait until the last minute to submit purchase orders which require the creation of a manual check. If you want a registration fee paid in advance or need to have an airline ticket paid, your completed purchase order needs to be delivered to the finance department **at least one week before your deadline.** If you cannot meet these time requirements, you should pay your own fees and submit them for reimbursement, with proper receipts, upon your return. Your canceled check or credit card receipt can be used as proof if no other receipt is available.

4. Checks for lodging expenses and meals will not be issued in advance.

5. If you want to have your lodging direct billed to the district using a purchase order, **make sure the hotel or motel will agree to this when you make your reservation. Some will not.**

STANDARD ROUND-TRIP DISTANCE CHART

Listed below are cities in and around Kentucky for which standard round trip distances from Boyd County have been established. Please use these distances when requesting mileage reimbursements to meetings in these locations.

Location	Round Trip Distance - Miles
Bardstown	366
Bowling Green	480
Campbellsville	387
Carter Caves	70
Charleston, WV	120
Cincinnati, OH	350
Cincinnati Airport	378
Columbus, OH	300
Danville	154
Elizabethtown	387
Falls of Rough	507
Florence	352
Fort Boonesboro	204
Frankfort	280
Gatlinburg, TN	600
General Butler State Park - Carrollton	208
Georgetown	241
Grayson	33
Greenbo Lake State Park	50
Hagerhill	125
Hazel Green	144
Huntington, WV	50
Jenny Wiley State Park	130
Knoxville, TN	570
Lake Barkley	690
Lake Cumberland (Jamestown)	426
Lexington	220
London	340
Louisa	60
Louisville	400
Maysville	172
Morehead	110
Nashville, TN	674
Owensboro	600
Owingsville	153
Pedro, OH	52
Pike County Schools	191
Philadelphia	1,058
Prestonsburg	138
Richmond	260
Rockcastle County Schools	296
Slade, KY - Natural Bridge	251
Somerset	350
Williamsburg	394

Travel Expense High Rate Areas

Akron, OH	Corporate Limits	Omaha, NE	Corporate Limits
Alaska	Entire State	Pennsylvania	Entire State
Albuquerque, NM	Corporate Limits	Phoenix/Scottsdale, AZ	Corporate Limits
Baton Rouge, LA	Corporate Limits	Portland, OR	Corporate Limits
Biloxi, MS	Corporate Limits	Raleigh, NC	Corporate Limits
Birmingham, AL	Corporate Limits	Rapid City, SD	Corporate Limits
Boise, ID	Corporate Limits	Reno, NV	Corporate Limit
Burlington, VT	Corporate Limits	Rhode Island	Entire State
California	Entire State	Richmond, VA	Corporate Limits
Canada	All Provinces	Roanoke, VA	Corporate Limits
Charleston, SC	Corporate Limits	Salt Lake City, UT	Corporate Limits
Charlotte, NC	Corporate Limits	Santa Fe, NM	Corporate Limits
Chicago, IL	Cook County and DuPage County	Springfield, IL	Corporate Limits
Cincinnati, OH	Corporate Limits	St. Louis, MO	Corporate Limits
Cleveland, OH	Corporate Limits	St. Paul, MN	Corporate Limits
Coeur d' Alene, ID	Corporate Limits	Texas	Entire State
Colorado	Entire State	Topeka, KS	Corporate Limits
Columbia, SC	Corporate Limits	Tucson, AZ	Corporate Limit
Columbus, OH	Corporate Limits	Tulsa, OK	Corporate Limits
Connecticut	Entire State	Washington	Entire State
Des Moines, IA	Corporate Limits	Washington, D.C.	Corporate Limits
Detroit, MI	Corporate Limits		Washington, D.C.;
Florida	Entire State		the cities of
Gatlinburg/Pigeon Forge, TN	Corporate Limits		Alexandria, Falls
Georgia	Entire State		Church of
Hawaiian Islands	All Islands		Arlington,
Hilton Head, SC	Island		Loudown and
Hot Springs, AR	Corporate Limits		Fairfax in Virginia;
Indianapolis, IN	Corporate Limits		and the counties of
Jackson Hole, WY	Corporate Limits		Prince George in
Kansas City, KS	Corporate Limits		Maryland
Kansas City, MO	Corporate Limits	Wilmington, DE	Corporate Limits
Knoxville, TN	Corporate Limits	Ypsilanti, MI	Corporate Limits
Lake Tahoe, NV	Corporate Limits	Other	All United States
Las Vegas, NV	Corporate Limits		Possessions
Little Rock, AR	Corporate Limits		
Madison, WI	Corporate Limits		
Maine	Entire State		
Maryland	Entire State		
Massachusetts	Entire State		
Memphis, TN	Corporate Limits		
Milwaukee, WI	Corporate Limits		
Minneapolis, MN	Corporate Limits		
Mobile, AL	Corporate Limits		
Myrtle Beach, SC	Corporate Limits		
Nashville, TN	Corporate Limits		
New Hampshire	Entire State		
New Jersey	Entire State		
New Orleans, LA	Corporate Limits		
New York	Entire State		
Oklahoma City, OK	Corporate Limits		

(KRS 45.101 and 200 KAR 2:006)

BOYD COUNTY PUBLIC SCHOOLS
Professional Meeting Attendance Form

Name of Person Applying: _____

School: _____ Position: _____ Date: _____

Type of Meeting:
Description: _____

Departure Date: _____ Return Date: _____

Request absence from duty on the following date(s): _____ (Not absent full day – only luncheon)

From: _____ To: _____ From: _____ To: _____

Reason for attending: _____

Is this meeting request an activity related to the Comprehensive School Improvement Plan (CSIP) or your professional growth plan?
(check one) _____ CSIP _____ Professional Growth Plan _____ Not Applicable

<p>FUNDING:</p> <p>School SEEK _____</p> <p>School PDC _____</p> <p>District PDC _____</p> <p>Board Expense _____</p> <p>Other (explain) _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p>ESTIMATED EXPENSES:</p> <p>Registration Fee _____</p> <p>Transportation (type) _____</p> <p>Mileage (. __ cents/mile) _____</p> <p>Meals (\$ __/day) with overnight stay _____</p> <p>Lodging _____</p> <p>TOTAL ESTIMATED EXPENSE: _____</p> <p>Substitute needed _____ yes _____ no</p>
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<p>Permission granted: _____ yes _____ no</p> <p>_____</p> <p>Principal/Director/Coordinator Signature</p> <p>_____</p> <p>Date</p>	<p>Permission granted: _____ yes _____ no</p> <p>_____</p> <p>Superintendent or Designee Signature</p> <p>_____</p> <p>Date</p>
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IMPORTANT – PLEASE NOTE: Please attach a copy of this completed, approved attendance form, along with a copy of your meeting agenda or itinerary, to all purchase orders and reimbursement requests associated with your meeting. Payment and/or registration will be delayed if forms and receipts are not legible and complete with necessary information for processing. See the latest edition of the district travel reimbursement booklet or the Employee Handbook for further information and travel guidelines.
(Revised 07-2008)

MONTHLY TRAVEL EXPENSE RECORD

Vendor # _____

Month _____

Employee _____

Home Address _____

School _____

Purpose of Travel _____

PO# _____

Org _____

Object _____

Project _____

Invoice _____

Date	Beginning Location	One Way <u>OR</u> Round Trip	Destination	Miles

Total Miles _____

Signed _____

Miles x Current Rate = _____

*Print this form on goldenrod paper