

Maryville City Schools Travel Guidelines

For Employees of the Maryville City School District

- Reimbursement will only be for approved travel. Request for reimbursement shall be made on district approved forms. The signatures of the employee and his/her immediate supervisor are required on the reimbursement form.
- 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.
- Receipts are required for any requested reimbursement, with the exception of 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. Receipts are not required for this reimbursement.
- 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.
- Meals will be reimbursed for at the following rates:
 - Breakfast - \$13
 - Lunch - \$16
 - Dinner - \$26
- Transportation is allowed by airplane or auto, whichever is the least expensive. Airfare must not exceed coach fare. Auto travel will be reimbursed at a rate of \$0.625 per mile. For car rentals, MCS has an agreement with National/Enterprise for discounted rates.
- Lodging shall be reimbursed at actual cost for employees attending conferences, conventions, seminars, or workshops and paying the rate established for such event. If multiple employees share a hotel room, then the total costs should be captured on the Travel Reimbursement Form of one of the employees. A copy of the hotel receipt is required.
- Miscellaneous expenses including parking fees and other such expenses required by the travel or participation in the approved event shall be reimbursed. Receipts are required.
- Credit Cards: School and district-issued credit cards are available to provide a safe and convenient means for paying pre-approved employee travel expenses and reduce the need for travel reimbursements
 - Allowed uses: MCS credit cards may be used for hotel, airfare (including baggage fees), parking, car rental, and fuel for rental cars. Registrations for conferences, classes, and seminars may be charged to a credit card. 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.
 - Prohibited uses: MCS credit cards shall not be used to purchase meals or fuel for personal vehicles. Food and mileage will be reimbursed at the established rates. The meals referenced in these guidelines refer to those for personal consumption by the employee. In addition, no personal expenses shall be charged to MCS credit cards.
 - These guidelines do not prohibit all food purchases. For instance, it is acceptable to use a MCS credit card to purchase food for a concession stand, for a sponsor or coach to purchase meals for a sports or club event, or for faculty appreciation events.
 - Receipts: Itemized receipts must be obtained for all charges on MCS credit cards. Any charges not properly documented will be the responsibility of the employee.