

# Appling County Board of Education Employee Travel Reimbursement Guidelines

Reimbursement of professional travel expenses cannot be made unless an employee expense statement is completed for each individual in accordance with state regulations. Incomplete forms will be returned. Completed travel reimbursement requests will be processed as follows: Receipt of travel expense to the appropriate Program Director on the day of return or next day, Program Director processes and sends to Accounts Payable where checks are cut on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

- **Expense Statement**-The expense statement must be completed in full. You are responsible for getting your principal's signature on the form prior to sending it to the board office for reimbursement. All reimbursement for professional development **must** have an **agenda** attached for each day of attendance. By signing the form, you are attesting that all information is not only accurate, but also complies with all travel rules and regulations. *Travel forms should be submitted to appropriate Program Director at the BOE within seven days of the last date of travel, if additional approval is needed, the form will be forwarded to the appropriate administrator.*
- **Mileage** - Mileage is reimbursed at \$.625. The mileage rate is set by the state and is subject to change. Personal miles driven while out of town should not be reported. ACBOE requires traveling four to a vehicle when logistically possible.
- **Hotel Fees** - Hotel receipts must be submitted with your expense statement when overnight travel is involved. Make your reservations well in advance of the conference, obtaining a confirmation number for reference. Stay at the conference location whenever possible (usually a conference discount is provided). If the conference site is full, stay at next recommended hotel and request their lowest available rate when making the reservation. The hotel should be given two different tax forms upon arrival. Most hotels will remove the sales tax; some will remove the occupancy tax. ACBOE requires double occupancy for lodging when logistically possible. The responsible Program Director will make the reservations when 3 or more rooms are needed.
- **Additional Expenses** - Additional (unapproved) expenses are limited to parking. Any other "additional" cost must have prior approval from the appropriate principal, director, or superintendent.
- **Meals** - Meal reimbursements are based on the actual expenditures up to the maximum allowable amount. Attach meal receipts.

**Standard rate      Breakfast - \$13.00    Lunch - \$14.00    Dinner - \$23.00**

The primary update to the Statewide Travel Policy is regarding the meal calculation on the first and last day of travel for **In State** travel only. Employees traveling overnight within the State of Georgia or "In State" will now receive 100% reimbursement on the first and last day of travel less any provided meal(s).

## Overnight Travel Meals

- o If you depart for an overnight trip before 6:30 a.m., you can be reimbursed for breakfast on the day of departure. If you return from an overnight trip after 7:30 p.m., you can be reimbursed for dinner on the day you return.
- o If your hotel offers continental breakfast, you will not be reimbursed for breakfast. Do not put this on the expense form.
- o If the workshop/conference you are attending includes any meals, you will not be reimbursed for those meals even if you choose to eat elsewhere. Do not put these meals on the expense form.

## Daily Travel Meals

- o Breakfast and lunch can be reimbursed when no overnight travel occurs only if you are more than 30 miles from your work location, your travel begins before 6:30 a.m., **and** you are away for more than 13 hours. If you depart prior to 5:30 a.m., you may be reimbursed for breakfast (only if traveling more than 30 miles from your work location) regardless of the length of time you are away.

### *Important Information*

Per IRS regulations you must adequately account for reimbursable expenses within 60 days. After 60 days, reimbursement will be included in the payroll process & expenses will be reported as income in Box 1 of your W-2

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