



**Joe Murley, Finance Director
Barren County Schools**

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TO: Barren County Employees
FROM: Joe Murley, Finance Director, Barren County Schools
DATE: January 12, 2023
RE: Travel Update

Barren County Employees:

Effective today, the Barren County Board of Education has updated the travel reimbursement policies for the district. These changes should reduce the administrative burden for all employees in the district that travel. Below is an explanation of the changes to travel.

Meal Reimbursement Process

Effective January 12 2023, the Board will be switching to a per diem method of reimbursing employee travel meals for overnight trips. No receipts will be required to be reimbursed for meals. Keep in mind that employees will be required to fill out the Overnight Travel Voucher Form in order to be reimbursed for meals. Also, receipts will be required for any meal reimbursement requests submitted for any travel prior to January 12, 2023.

Below is a table that shows the rates of reimbursement.

Meal Reimbursement Policy Effective 1/12/2023 for Overnight Trips	
First & Last Day of Travel	\$44.25
Other Days of Travel	\$59

Example: Josh Maples is traveling to the Kentucky Principals Conference in Lexington, Kentucky. His conference is scheduled for 3 days total (January 13 through 15, 2023). Josh plans

to travel to the conference on January 13 and leave the conference on January 15. Josh would be entitled to \$44.25 on his first and last days of travel (January 13 & 15). The other day of the trip (January 14) he would be entitled to \$59. The first and last days are at a lower rate so that employees do not have to indicate departure times to and from any event. Generally, three meals are not required on the departure and return days, therefore the per diem on those days is slightly lower.

Days	First Day January 13, 2023	2nd Day January 14, 2023	Last Day January 15, 2023
Appropriate Meal Reimbursement Rates for example	\$44.25	\$59	\$44.25

Tips- The \$44.25 and \$59 are the most anyone can be reimbursed for meals on overnight trips regardless of what is tipped. For example, let's say you are entitled to the \$59 meal reimbursement rate and spend \$70 on food that day. Of the \$70, you spend \$59 on food and \$11 on a tip that day. You would only be reimbursed \$59. \$59 or \$44.25 (on first and last days of travel) is the absolute maximum you can be reimbursed regardless of what you tip.

Board/School Credit Card for Travel

Effective 1/12/2023, employees will no longer be allowed to use school/board credit cards for any employee travel meals. The employees will be reimbursed on the per diem method described in the paragraphs above.

Overnight Lodging for Travel

Effective 1/12/2023, employees can be reimbursed for overnight lodging at a distance greater than 50 miles from the Central Office. With prior written approval from the superintendent, the distance can be less than 50 miles.

New Travel Voucher Forms

We have created two travel voucher forms to replace the old form. The Overnight Travel Voucher form is to be used for all overnight travel. The Non-Overnight Travel Voucher Form is to be used for all non-overnight travel. These forms are attached with this email but can also be found in the Forms and Documents [s](#) section of the Barren County Schools website.

For more detail about board policies for employee travel, refer to the Board Policy 03.225.

If you have any questions, please let me know.

Thanks,

Joe Murley, CPA
Finance Director
Barren County Schools