

## PERSONNEL

### Travel Expenditures Reimbursement

School Board employees, School Board Members, and authorized agents may receive~~These procedures will regulate the~~ reimbursement for travel expenditures related to the work of the School Board and the School Division in accordance with this Regulation and the School Division's Business Services Manual.

#### A. Definitions

1. Authorized Trip - Travel on School Board business which has been approved by the appropriate department head.
2. Travel Advance - Money given in advance of travel when estimated expenses are to be more than two hundred dollars (\$200).
3. Authorized Signature - Individuals with the authority to permit travel on School Board business. Authorized signatures include the principal/~~administrative,~~ department head, or designee and the Chief Financial Officer.
4. Travel Expense Reimbursement Voucher - The form prepared by the traveler upon conclusion of the authorized trip for reimbursement of travel expenses.
5. Travel Advance Application - An application prepared by the traveler, indicating the destination, date, and amount needed for travel,~~;~~ and submitted to the Office of Business Services thirty (30) days prior to the departure date.
6. Traveler - The employee or authorized agent representing the School Board or a School Board ~~m~~Member on an authorized trip.

#### B. General Regulations

1. Travel on School Board business includes trips within and outside of the city to conferences, conventions, workshops, seminars, educational and training courses, forums, and other school-related business meetings or as otherwise authorized by the School Board or the Superintendent/designee.
2. All travel authorizations, advances, and reimbursements will be made only with the approval of the Authorized Signature.~~on the authorization of the principal/administrative department head, Director of Business Services, or the Chief Financial Officer.~~

3. Claims for reimbursement must be presented to the Office of Business Services on the standard Travel Expense Reimbursement Voucher, properly signed by a person authorized to approve expenditure documents and employee travel.
4. It is the responsibility of the traveler to prepare the Travel Expense Reimbursement voucher for expenses incurred. It is also the traveler's responsibility to file the travel voucher, receipts, and a copy of the approved leave form to the Authorized Signature~~principal/administrative department~~ head no later than five (5) days from the date of returning from the trip, who~~and the principal/administrative department head~~ will forward the approved forms no later than five (5) days from receipt thereof.
5. Any excessive expense will be adjusted. The principal/administrative department head, Director of Business Services, the Chief Financial Officer, or the Division Superintendent or designee may make this adjustment. Excessive expenses that need to be adjusted for School Board Members will be referred to the School Board for consideration.

### C. Justifiable Expenses

1. Transportation
  - a. In general, the School Board will reimburse for travel the lesser of the current mileage rate or coach airfare.
  - b. Mode of Transportation
    - 1) School Board Vehicles
      - a) School Board vehicles will be used whenever practical for official business.
      - b) Reimbursements for gasoline, parking, tolls, and justifiable repairs to the School Board vehicle will be provided if documented with receipts.
      - c) Carpooling is encouraged.
    - 2) Commercial Aircraft
      - a) If air travel is feasible, the fare (including reasonable baggage fees) for commercial air transportation on any trip will not exceed the regular tourist rate.

- b) If the cost of air travel is paid by the traveler, a copy of the paid ticket must be submitted to the Office of Business Services for reimbursement.
- c) Any bonus points accumulated as a result of travel paid directly by the School Board will be used to offset transportation expenses for speakers brought in to enhance the instructional process or as otherwise authorized by the Office of Business Services.

### 3) Private Automobile

- a) If other means of transportation are not feasible or the use of a private automobile better serves the purpose, use of the traveler's private automobile may be authorized.
- b) For the use of a private automobile, the traveler will be reimbursed at the current approved mileage rate, plus parking and toll fees if documented with receipts.
- c) Carpooling is encouraged.

### 4) Related Transportation Costs

- a) Taxicabs, public conveyance, and limousine fare will be allowed if travel by such means is necessary. All such expenses must be justified and explained on the Travel Expense Reimbursement Voucher.
- b) Ferry fares, road and bridge tolls, and parking charges are reimbursable items. Receipts should accompany these expenses and are required for any parking expenses.
- c) If a rental car is necessary, all receipts will accompany the Travel Expense Reimbursement Voucher.

## 2. Lodgings

- a. Expenditures for lodging must be reasonable. It is recognized that expenditures will vary by geographic location; the School Board will pay the prevailing single room rate per traveler at the place of lodging.
- b. When two or more travelers of the same sex are attending the same event, the sharing of quarters is encouraged. When quarters are shared, the double room rate will be reimbursed.

- c. Accommodations must be substantiated by paid bills (original) for purposes of reimbursement.
- d. Lodging within the metropolitan area (e.g., Virginia Beach, Norfolk, Chesapeake, Portsmouth, Hampton) is not permitted, unless due to extenuating circumstances and approved by the Director of Business Services or Chief Financial Officer.

### 3. Meals

- a. Daily meal and incidental expenses for out of town travel will be reimbursed based on the Meals and Incidentals Per Diem Rate for the event destination published by the U.S. General Services Administration (GSA).
- b. Reimbursement for meals while traveling within the city limits is discouraged and is not subject to reimbursement at the GSA Meals and Incidentals Per Diem Rate. However, reimbursement for evening meals may be considered if the traveler is appointed by the Superintendent, deputy/assistant superintendent, department director, principal, or other authorized personnel to attend a specific meeting or event. Any meal of \$20 or more must be supported by a receipt for reimbursement.

Registration at a banquet is considered an appropriate expense when the traveler is on the program of the function or is an official designated representative of the School Board.

### 4. Other Travel Expenses

- a. Daily incidentals included in the GSA Meals and Incidentals Per Diem Rate (C.3.a. above) include fees/tips to porters, baggage carriers, ~~bellhops, hotel maids, taxi drivers,~~ and ~~others~~hotel staff.
- b. For registration fees for conferences, conventions, seminars, banquets, etc., which require payment in advance, a requisition with a proper registration form stating the amount of the fee must be presented to the Office of Business Services at least two weeks in advance of the conference. If registration is paid personally, a receipt for the registration fee should accompany the Travel Expense Reimbursement Voucher. The School Board discourages requests for reimbursement for expenses that are not a part of the conference package.
- c. Long distance telephone or fax charges will be reimbursed only if related to School Board business.

#### D. Non-Reimbursable Items

1. Personal expenses, such as telephone calls, haircuts, valet, laundry, beauty parlor, and room service are not reimbursable.
  2. Entertainment activities such as movies, night clubs, health clubs, dinner theaters, bowling, alcoholic beverages, etc., are not reimbursable.
  3. No traveler will be allowed either mileage or transportation expenses when transported by another traveler who is entitled to mileage or transportation expenses.
  4. No travel insurance premiums will be paid by the School Board.
  5. The cost of travelers' checks or money orders is not a reimbursable item.  
Travelers are encouraged to use School Division procurement cards.
  6. Loss of funds or personal belongings while traveling is the responsibility of the traveler and will not be reimbursed.
- ~~6.7.~~Other items as set forth in the Business Services Manual.

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