



GREENE COUNTY BOARD OF EDUCATION  
Travel Policy

## GREENE COUNTY SCHOOLS TRAVEL POLICY

**Purpose:** To outline the procedures for the documentation and reimbursement of travel by employees and board members of the Greene County Board of Education and consultants employed by the School District.

**Procedures:**

1. **General Provisions:** Out of town travel will be considered travel outside of Greene County. Travel requests shall be limited to that for which funds have been appropriated in the annual budget.
2. **Employee Authorization for travel:** A professional development travel request form must be submitted at least 15 days prior to travel (unless there are extenuating circumstances) and must be approved by the supervisor, program administrator, Chief School Financial Officer (CSFO) and Superintendent. The leave request form must be accompanied by an agenda, brochure or some other form of documentation to substantiate the need for travel.

The leave request form should include estimates for the total cost of registration fees, transportation, lodging, meals, and any other allowable expenditure. ***Unauthorized travel will be at the expense of the employee.***

Administrators and all other employee travel requests will be approved by the CSFO and Superintendent.

3. **Prepayments:** Once approval has been given, lodging and airline tickets may be paid in advance. A copy of the approved professional leave request form must be submitted with the requisition or check request when requesting prepayment. If the employee has to cancel the trip and a replacement employee cannot attend, expenses shall be repaid to the Board by the employee.
4. **Authorized Expenses:** The Board of Education will reimburse the employee for lodging, meals, registration, coach airline tickets, mileage for personal vehicle, standard parking and toll fees, airline baggage handling fees (standard fee for one checked bag), limousine or taxi fares between the airport and the hotel and/or the hotel and the training site.

Hotel expenses will be reimbursed for conferences and events located beyond an 80 mile radius only. A trip of 80 miles or less does not require an overnight stay. Therefore, the board of education will not reimburse the employee for lodging unless they are on travel status before 6:30 a.m. and after 6:00 p.m.

5. **Unauthorized Expenses:** The Board of Education will not reimburse the employee for alcoholic beverages, snacks, personal supplies or entertainment. The Board will not pay or reimburse individual membership dues for professional organizations.

6. **Employee Reimbursement Requests:** Within **five days** following the employee's return to work from travel, the employee shall submit the Travel Reimbursement Form with each section completed and any required supporting documentation to their supervisor for review and approval. Requests that are not complete will be returned to the school bookkeeper. Once the Travel Reimbursement Form has been reviewed without any errors, the CSFO will approve the form for payment. Travel reimbursement checks will be included in the first available accounts payable check run. Accounts Payable Checks are printed on the 10<sup>th</sup> and 25<sup>th</sup> of each month. The Accounts Payable Clerk must receive all necessary documentation by the 3<sup>rd</sup> or 18<sup>th</sup> day of the month in order to process in appropriate check run. Documentation received after the deadline will be processed in the next available check run.

**Required Documentation of Allowable Expenses:** Reimbursement of authorized expenditures will be made only if substantiated.

- a. **Registration fee** – documented by paid invoice/receipt or a copy of check showing payment.
- b. **Meals** – (including gratuities, actually paid not exceeding 15%) – original itemized receipt, where required.
- c. **Lodging** – original itemized invoice.
- d. **Coach Airline Tickets** – by original itemized invoice.
- e. **Mileage for personal vehicle** – substantiated by a Mapquest attached to the reimbursement request form, detailing travel point to point. No incidental mileage will be paid.
- f. **Parking (standard only) and Toll fees** – substantiated by dated receipt.
- g. **Baggage handling fees** – substantiated by dated receipt or by hand record showing the date and the amount paid (*not to exceed \$10 for hotel or similar service.*) (*Airline baggage handling fees – standard fee for one checked bag.*)
- h. **Limousine or Taxi fees** – substantiated by dated receipt or by hand record showing the date, destination, and the amount.
- i. **Other expenses** – as approved and documented by dated receipts.

**Please note:** Cash register tapes, scraps of paper or other reimbursement claims that are not determinable as to the date, the place and the type of expenditure will be disallowed for reimbursement.

7. **Meal Allowances:** Employees traveling may be reimbursed the actual costs of meals within the maximum limits established in these travel regulations.

- **With No Overnight Stay**  
Per meal allowances will be \$15.00 for breakfast, \$20.00 for lunch, and \$30.00 for dinner.

The eligibility of meals is as follows:

- a. An employee is eligible for breakfast allowance if they are on travel status prior to 7:00 a.m.

- b. An employee is eligible for lunch allowance if they are on travel status between 11:00 a.m. and 2:00 p.m.
- c. An employee is eligible for dinner allowance if they are on travel status between 6:00 p.m. and 8:00 p.m.

An employee will be reimbursed for actual expenses up to the prescribed limit for each meal (including gratuity). A gratuity of up to 15% may be included; however, it must be added to the cost of the meal. Unused meal allowances may **not** be applied to other meals. *Expenses in excess of the prescribed limit will not be reimbursed.*

- **Approved Overnight Stay:**

Employees will be allowed **\$65.00** meal allowance per day on per diem basis for overnight stays ***only***. Meal receipts are not required for overnight per diem.

8. **Mileage Reimbursement Rate:** Employees may be reimbursed for business miles traveled in a personal vehicle at the Standard Mileage rate prescribed by the Internal Revenue Service. Reimbursement is for point-to-point mileage only. The Central Office (220 Main Street) or the employee's residence should be the base location for all travel - whichever is the shortest distance to the travel destination.
9. **Employee Responsibilities:** Employees are responsible for ensuring the most reasonable rates for all expenditures. If possible, employees traveling to the same location for the same purpose should carpool and share lodging.
10. **Consultants:** All consultants hired by the Board will be required to follow the guidelines set forth when requesting the reimbursements.
11. **Other Provisions:** The Superintendent or CSFO may authorize exceptions to the provisions set forth if he/she deems the exceptions necessary to meet the needs of the School Systems operations. Principals or Central Office Administrators, accompanied by an explanation of the circumstances that justify the need for making the exception, will request the CSFO's authorization of exceptions in writing.

The guidelines set forth apply to all employees, Board Members, Superintendent and consultants.

**REVISED: 05/2021**