

TRAVEL EXPENSES

The Board authorizes the reimbursement of professional personnel for travel expenses incurred as a requirement of their jobs. Reimbursement may be made for travel which is at the request of, or has received prior approval from, the Superintendent and said employee's immediate supervisor. Such reimbursement shall not exceed travel and per diem authorized by the Board. Prior approval for all travel shall be obtained before any travel expenses may be incurred. No expenses incurred for school-related trips shall be paid in advance.

Travel Expense In-State

Travel expense incurred to send employees to attend a required educational workshop within the state is an allowable cost. Reimbursement will be limited to only those costs that are considered reasonable. Any expenditure deemed unreasonable may be disallowed. Travel that is necessary and that is directly related to the operation of the St Clair County Schools will be an allowable cost for reimbursement purposes pursuant to the following provisions.

(a) Automobile

1. Reimbursement will be based on a standard mileage rate and will be limited to mileage which is documented by log entries, Reimbursement to employees for the use of their personal vehicles will be reimbursed at the rate designated by the IRS.

All log entries must be made at the time of travel, and log entries will be subject to verification during audit. Failure to timely and accurately account for travel mileage will result in a disallowance of this cost.

2. Commuting mileage between the employee's residence and his/her place of employment is not allowable mileage for reimbursement purposes.
3. The standard mileage rate is as follows: The IRS mileage rates in effect on January 1 of the calendar year in which the cost report is filed. These rates will be applied on a per provider basis regardless of the number type of vehicles used.

(b) Meals

1. No reimbursement for meals will be paid for a trip of less than 6 hours in duration.
2. A per diem rate of \$15.00 will be paid for a day trip of 6-12 hours in duration.
3. A per diem rate of \$25.00 will be paid for a day trip of 12 or more hours in duration.
4. The per diem rate for meals during an overnight stay will be \$35.00 per day.

(c) Overnight Travel.

Travel which requires an overnight stay must have prior approval of immediate supervisor and be documented by a travel voucher which includes the following:

1. Date
2. Name of person
3. Destination
4. Business Purpose
5. Actual cost of lodgings (must be supported by detailed invoice) Note: Credit card receipts are not acceptable.

Travel Out of State

- (1) Costs of travel to out-of-state conventions or association meetings will be limited to those reasonable costs incurred by an employee. Reimbursement will be considered only for employees of the St Clair County Schools whose attendance will benefit the operation of the St Clair County Schools. The employee must submit documentation to verify that the travel was St Clair County Schools related. Such evidence may be: (a) seminar registration receipts, (b) continuing education certificates, or (c) similar documentation. If verification cannot be made, reimbursement will not be allowed.
- (2) Travel expenses in or out-of-state will be limited to the ordinary and necessary costs of transportation, food, lodgings and required registration fees.
- (3) Whenever out-of-state travel could be accomplished at a lower cost by utilizing air travel, reimbursement will be limited to the costs which would have been incurred if such air travel had been utilized and the costs normally incident to such air travel (meals, lodging, etc.).
- (4) No travel expenses of a non-business nature will be reimbursed.
- (5) Travel which requires an overnight stay must be documented by a travel voucher which includes the following:
 1. Date
 2. Name of person
 3. Destination
 4. Business purpose
 5. Actual cost of lodgings (must be supported by detailed invoice) Note: Credit card receipts are not acceptable.

Travel associated with political activities or lobbying efforts is not allowable.

Rental of an automobile may be reimbursed only when the Superintendent has given written approval prior to departure on the trip.

Date Adopted: