

## **TRAVEL EXPENSES FOR PERSONNEL**

### Approvals

All persons eligible for travel and/or expense reimbursement must have the prior approval of their immediate supervisor and the administrative head of the budget from which funds will be paid. To encumber central office funds requires the written approval of the immediate supervisor and the superintendent or designee. To encumber local school funds requires the approval of the immediate supervisor and the school principal.

### Information Required

Claims for travel reimbursement must be made on forms approved by the board. Such forms must include the following information: Name of traveler, date, time of departure and return, estimated costs, reason for trip, persons involved, and other pertinent data as requested (receipts, etc.). The signatures of the employee's immediate supervisor, appropriate budget head, and traveler must be affixed to the travel request form.

## **IN-STATE AND OUT-OF-STATE TRAVEL**

### Meal Allowance

Meal costs will be reimbursed as outlined in IRS Publication 1542. Athens City Schools will use the High-low substantiation method when determining the per diem rate for meals. Refer to IRS Publication 1542 for the daily per diem rate for meals. Reimbursement will be prorated based on number of meals not to exceed three per day. Receipts are not required for meal reimbursement.

### Lodging Expenses

Lodging costs will be reimbursed based on actual documented expenses. All expenses for lodging must be supported by receipts.

Provided a person not employed by the school system shares a room with an employee, the School System employee shall be eligible for reimbursement at single room rate only. Reimbursement for personal items and entertainment will not be made.

### Mileage Rates

Mileage shall be reimbursed for all approved travel at the current rate adopted by the Alabama State Department of Education unless otherwise approved by Athens City Board of Education. Odometer readings are required.

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Indirect Route or Interrupted Travel

Where, for traveler's personal convenience, or through taking of leave, there is an interruption of travel or deviation from the most direct route, the per diem or mileage allowance will not exceed that which would have been incurred on uninterrupted travel by the most direct and economical route.

Mode of Transportation

The mode of transportation shall be designated by the superintendent, or his or her designee. The cost of travel and lodging should be shared with other employees when possible.

**ITINERATE TRAVEL**

Employees required to travel on a continuing basis from school to school or work site to work site to conduct the activities associated with their jobs shall be paid mileage (no per diem or subsistence) as specified above:

An employee assigned to teach classes at two or more different campuses (example - mornings at one campus, afternoons at a second campus which requires automobile use) may claim one-way only mileage for travel between campuses. Employees may not claim mileage when they are assigned to work all day at different schools or work sites on alternate days (example - Mondays at one school, Tuesdays at a second school or any like combinations). Reimbursement for itinerate travel shall be paid monthly on travel claim forms signed by the employee, principal/work site supervisor, and appropriate budget head.

**TRAVEL EXPENSE ADVANCES**

Certain expenses associated with travel may be paid in advance provided they meet the following criteria:

1. They are related to hotel lodging, conference registrations, and/or air fare.
2. The expense advances are paid directly to the organization conducting the conference, airline company, etc.
3. No expense advances will be made directly to individual employees.

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**TRAVEL WITHIN THE SCHOOL SYSTEM**

In order to compensate certain Central Office and local school personnel for intercity travel incurred while performing daily duties required by the School System, and to reduce paperwork and inordinate documentation, the following travel stipends are approved:

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|------------------------------|----------------------|
| 1. Local School Principals   | \$150.00 per quarter |
| 2. Central Office Adm. Staff | \$150.00 per quarter |

SOURCE: Athens City Board of Education, Athens, AL  
ADOPTED: Date: Dec. 19, 1996; Revised: December 17, 1998; June 5, 2007; June 5, 2008  
LEGAL REF: The Code of Alabama, 16-11-9, 16-12-3.