

Descriptor Term: EMPLOYEE TRAVEL EXPENSES

Descriptor Code: DJD

Rescinds: CGPD

Board Approved: 10/3/2016

Previously Approved: 6/26/2006

Prior approval for all travel must be obtained before any travel expenses are incurred.

Any employee of the Gulfport School District, after first being duly authorized, who is required to travel in the performance of official duties, will receive as expenses for each mile actually and necessarily traveled, when the travel is done by a privately owned vehicle, the mileage reimbursement rate allowable to federal employees for the use of a privately owned vehicle while on official travel. When the travel is done by means of a public carrier or other means not involving a privately owned vehicle, then the employee will receive as travel expense the actual fare or other expenses incurred in such travel. **Limitations:** Mileage reimbursement will not be paid in excess of *round trip coach air fare* cost to a given destination. Meals and housing reimbursements will be limited to one (1) day before the beginning of the workshop, conference, etc. through one (1) day after the conference ends. A copy of the agenda for the workshop, conference, etc. must be provided.

Reimbursement of travel expenses incurred by an employee while attending useful, job-related events but which are not required in the performance of the employee's assigned duties and attendance at which was initiated by the employee may not be made without prior agreement with the employee's immediate supervisor and/or the Superintendent or designee. In such agreements, professional leave for the employee and either partial or no reimbursement for travel may be included. Partial reimbursement may be in any one of several forms in accord with the prior agreement between the employee and his/her supervisors. The purpose of this provision will not be to prevent payment of authorized travel expenses but to provide a vehicle for mutually acceptable and less expensive travel reimbursement when the District receives only an indirect or non-immediate benefit.

The District will not reimburse employees for meal expenses when said expenses do not occur in conjunction with overnight travel expenses away from the District; however, legitimate business meals not associated with overnight travel of selected employees (designated by the Superintendent) with consultants, governmental officers, community leaders, college and university officials, staff members of the state department of education, attorneys, and local school board members may be paid by direct charge to the District based on charge accounts with specific restaurants the Superintendent may authorize or by an authorized credit card dedicated for limited

uses as approved by the Board, among which uses would be legitimate business meals not associated with overnight travel.

**Travel for non-district employees may be approved by the Chief Financial Officer and ratified at the next regularly scheduled board meeting.** The purpose of this provision is to provide a means for parents, business and industry, partners in education, P.T.A. and others to be able to participate in school-related travel that occurs on short notice.

Recognizing that dependent care may create an obstacle to career advancement or professional development opportunities that require travel, Gulfport School District, upon request, will assist employees in finding dependent care services to ease the burden on attendees, but the costs of such services are the responsibility of those that choose to utilize the accommodations.

Legal Reference: Mississippi Code 1972, ' 25-3-41