

Policy DKC Updates

Travel and Employee Reimbursements

Policy Change

- The CCSD Board passed a policy change that is effective October 1st, 2024. This impacts reimbursements for travel on or after this date as well as personal reimbursements outside of travel.
- Please review the new policy and procedures documents for more detailed information.

Personal Reimbursements

Personal Reimbursements

- Employees are expected to make CCSD purchases using either a P-Card or requisition/purchase order. At a school, the principal or bookkeeper can assist with these purchases. Effective October 1st, **personal (non-travel) reimbursements** are NOT allowed without prior approval of the CFO.
- Personal travel reimbursements still only require supervisor approval.
- Schools can still reimburse using student activity funds up to a maximum of \$100.

Automobiles and Air Travel

Rental Cars

- Use of a rental vehicle while traveling must be pre-authorized on the Request to Attend (RTA) form.
- Rental vehicles must be booked through the SC State Contract vendor of record through the portal provided by the State and secured on a District P-Card or through the issuance of a purchase order in advance. District employees should not book rental vehicles on a personal account or through their personal financial accounts for reimbursement.

Rental Cars

- The State Contract rental agreement provides for damage waivers and other securities to protect the employee. Reimbursements will not be approved without approval of the Chief Financial Officer and employees do so at their own risk.
- Fuel and maintenance costs of the rental vehicle may be charged to the P-Card or are separately eligible for reimbursement with proper receipts.

Rental Cars

Link to book rental cars:

<https://partners.rentalcar.com/stateofsouthcarolina/#/official-state-travel/county-school-districts>

Vehicle Mileage

- Vehicle mileage is reimbursable at the current IRS rate. This rate will be automatically calculated on your reimbursement form.
- Mileage between the employees home and his/her main or regular work location is not reimbursable. These costs are considered personal commuting expenses and must be subtracted from miles driven.

Parking/Rideshare/Taxi/Tolls

- Parking, rideshare, taxi and tolls encountered during business travel are reimbursable expenses.
 - Actual fare including tip is reimbursable.
 - Valet parking is not reimbursable unless self-parking is not available.
- These items can be paid with a P-Card. If paid with a personal card, supporting receipts must be submitted with reimbursements.

Air Travel

- Only Coach fare is reimbursable
- One checked bag is reimbursable
- Upgrades are not reimbursable
- Employee should use a P-Card if possible, to book air travel.
- If personal funds are used, reimbursement cannot be submitted until after completion of the trip.
- A copy of the payment receipt or boarding pass must be submitted along with the reimbursement form.

Meal Reimbursements

Meal Reimbursements

- Meals are reimbursed on a per diem basis. No receipts are required.
- No per diem is paid for one day/non-overnight travel.
- Meals allowed on the employee's travel days are determined by the arrival and departure times.
- If a conference or seminar registration includes meals, the employee must subtract the provided meals from the reimbursement request.
- Meals should not be put on a CCSD P-Card when traveling without prior approval of the CFO. This can be allowed for group meals, however the cost should not exceed the per meal per diem rate.

Meal Reimbursements

Meal	Depart Before	Return After	In State	Out of State
Breakfast	6:30 AM	11:00 AM	\$8.00	\$10.00
Lunch	11:00 AM	1:30 PM	\$10.00	\$15.00
Dinner	5:15 PM	8:30 PM	\$17.00	\$25.00
Max Per Diem Rate			\$35.00	\$50.00

Meal Reimbursements

- You must be away from your designated work site on official business for the duration of a specified meal time frame to be eligible for per diem for that meal.
- The rate you receive is determined by your destination (In state or Out of State)
- Example:
 - If your departure time is 7:00am Monday and you return home at 3:00pm Tuesday, you are eligible for the following per diem:
 - Day 1 - Lunch and Dinner
 - Day 2 - Breakfast and Lunch

Lodging

Lodging

- Lodging expenses will be fully reimbursed up to the [GSA](#) rate for a single room rate or one-half the cost of a double room shared with another district employee.
- The lodging limit rate does not apply to conference travel, where the traveler is paying a pre-negotiated rate offered by the conference. In cases where conference facilities are completely booked, travelers should obtain lodging based on the non conference guidelines provided above.
- Receipts are required for reimbursement.

Other Items

Gratuities

- Meal gratuities are included in the per diem rate.
- Reasonable Rideshare/taxi gratuities are reimbursable.

Travel Insurance

Travel insurance is not a reimbursable expense.

Travel Advances

There are no travel advances. Employees can request a declining balance purchasing card in advance of their trip.

Submission Deadlines

RTA Deadlines

To receive reimbursement for eligible expenses, the district's Request to Attend (RTA) Meeting Form must be completed by the employee and fully approved prior to travel at least 30 days before in-state travel and 60 days before out of state travel on the current Request for Travel Authorization form.

[Request to Attend \(RTA\) Form](#)

Submission Deadline

Travel reimbursements must be submitted within 60 days of trip completion to be eligible for reimbursement. Travel reimbursements submitted after that time will be considered forfeit.

The mission of CCSD is to educate and support every child in achieving college, career, and citizenship readiness.



Pillar I: RIGOROUS GRADE-LEVEL INSTRUCTION



Pillar II: HIGH QUALITY TEACHERS/LEADERS



Pillar III: WRAP-AROUND SERVICES

Vision 2027: By June 2027, All Students will Read on Grade Level by Fifth Grade
—2027 Fifth Grade Cohort—

CCSD BOARD GOALS

Supported by our pillars



Goal 1: Literacy

The percentage of Black/African American and Hispanic 5th grade students reading on grade level will increase from 25.5% in July 2022 to 60.7% in July 2027 as measured by SC READY ELA.

Goal 2: Algebra Readiness & Achievement

The percentage of all CCSD students enrolled in 8th Grade achieving C or higher on the Algebra I End-of-Course exam by the end of 8th grade will increase from 24.9% in May 2022 to 60.3% in May 2027.

Goal 3: College and Career Readiness

The percentage of students in the 4-year cohort who graduate college and/or career ready will increase from 67.7% in August 2022 to 86.2% in August 2027 as measured by SC College and Career Readiness Indicators.

Vision 2027: By June 2027, All Students will Read on Grade Level by Fifth Grade

–2027 Fifth Grade Cohort–