

Regulations for Travel Expenses

Procedures for pre-approval and reimbursement of employee travel expenses are as follows:

I. In-County Travel

To request reimbursement, employees must complete and sign a **Reimbursement of Travel Expenses Form** for the calendar month of travel, obtain their supervisor's written approval and forward to the Finance Department within 30 days after the month of travel. Actual business mileage is reimbursable.

Effective February 1, 2010, mileage will be reimbursed at **the current IRS standard mileage rate**.

II. Out-of-County Travel

Prior to traveling out of the county, employees shall complete and sign a **Travel/Staff Development Form** and obtain written approvals by their supervisor, the Superintendent or Assistant Superintendent, and the Finance Director. Projected costs and a budget code must be listed on the form. If needed, the employee may request approval to exceed the rate for lodging and provide justification.

Registration fees of \$30 or less will be paid by the employee and claimed for reimbursement. The employee should initiate a purchase order if they are requesting Finance to pay registration fees above \$30.

To request reimbursement, employees must complete a **Reimbursement of Travel Expenses Form**, obtain their supervisor's written approval and forward to the Finance Department within 30 days after the month of travel. The original Travel/Staff Development Form and an agenda must be attached.

Effective February 1, 2010, reimbursements will be as follows:

- A. **Mileage rate:** Mileage will be reimbursed at the **current IRS standard mileage rate**. Mileage is measured from the closer of duty station or point of departure to destination (and return).
- B. **Lodging:** Lodging will be reimbursed at **the current State rates**. Original, detailed hotel receipts must be submitted with the reimbursement form. As noted above, approval to exceed this rate must be requested in advance. Employees should seek special conference or discounted rates

Regulations for Travel Expenses - continued

C. Meals: If not provided with a workshop or meeting, meals will be reimbursed according to the **current State travel subsistence rates**.

Meals involving an overnight stay:

- **Breakfast on day of departure:** Departure must be prior to 6:00 AM. Departure time must be listed on the reimbursement form.
- **Lunch on day of departure or return:** Departure must be prior to Noon or return time must be after 2:00 PM. Departure or return time must be listed on the reimbursement form.
- **Dinner on day of departure or return:** Departure must be prior to 5:00 PM on day of departure or return time must be after 8:00 PM on day of return. Departure or return time must be listed on the reimbursement form.

Meals not involving an overnight stay:

- **Breakfast:** Departure must be prior to 6:00 AM. Departure time must be listed on the reimbursement form.
- **Dinner:** Return time must be after 8:00 PM. Return time must be listed on the reimbursement form.
- **Lunches will not be reimbursed.**
- Destination must be at least 35 miles from duty station or point of departure, whichever is less.

D. Registration fees: Registration fees will be reimbursed at actual cost. Original receipts must be submitted with the reimbursement form.