



**Birmingham Community Charter High School**  
**Accounting Policies & Procedures**

**Travel & Expense Vouchers**

Conferences and related travel costs if applicable must be approved in advance by your Administrator, CBO, and Principal through the "Preapproval Request Travel Form".

Once the Pre-approval Form is approved, a purchase order request (PO2W) should be entered in BEST for the conference registration fee and include the agenda, flyer, etc., as backup. A separate PO should be entered for lodging and airfare, if applicable, using the following parameters:

The maximum allowance for lodging should be \$250 for in-state and \$350 for out-of-state (pre-tax). If you are unable to secure a room for under the limit, the price must be pre-approved by your Administrator, CBO, and Principal before booking the room.

In-state airfare should be \$300 roundtrip per person before tax (not including baggage) or up to \$500 roundtrip for out-of-state. BCCHS will reimburse for 1 bag each way for travel that is 3 days or longer.

**For submitting the Travel Reimbursement Form:**

Original, itemized receipts must be attached. Credit card statements or photos/copies of receipts are not acceptable.

Travel & hotel rates should be requested at government discounts.

Reimbursement of alcoholic beverages is prohibited at all times.

Reimbursements are for BCCHS employees only.

All meal and hotel receipts must be itemized to reflect actual purchases.

Reimbursements are not made for any additional items/services through the hotel, other than the actual room and tax. Any room service would be considered as meals, capped at the rates noted below.

\*Uber/Lyft/taxi to non-conference dining is not reimbursable.

Meals are reimbursed at a cap per meal based on the current rates below, as long as the conference does not provide a meal.

**Current Rates:**

Breakfast    \$15.00  
Lunch        \$20.00  
Dinner       \$35.00

**PER DIEM    \$70.00**

All travel reimbursement forms must be signed by the employee, their Admin, and the CBO, and include a budget account number. Any expenses charged to categorical accounts must be appropriate within the grant guidelines.

Travel Reimbursement Forms should be completed and sent to Accounts Payable in the Business Office **within 10 days** of returning from travel.