

WATAUGA COUNTY SCHOOLS EMPLOYEE TRAVEL REIMBURSEMENT GUIDELINES

Purpose: To provide specific guidelines concerning travel reimbursement expenses.

Following are some of the more common guidelines relative to expenditures which are reimbursable as allowed under Policy Number 7650 in the Watauga County Board of Education Policy Manual. This should not be considered as being “all inclusive”; if you are confronted with a questionable expenditure, please contact your supervisor and/or the Finance Office for clarification prior to commitment.

Travel Reimbursement Requests

As stated in the State Budget Manual, “An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business expending personal funds. Excess costs, circuitous routes, delays or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.”

For travel involving mileage only, please use the Mileage Only Form. For all other reimbursement requests, please use the Travel Reimbursement Form. For the most up-to-date forms, please visit <http://www.wataugaschools.org/>.

- All reimbursement requests must have an approved Prior Approval Form attached to cover any out-of-county travel. *The purpose of the Prior Approval Form is to obtain supervisor approval prior to incurring estimated expenses.*
- Reimbursement for overnight lodging must be substantiated by a receipt showing payment and indicating a zero balance due.
- Reimbursement for meals:

Overnight Travel

An employee may be reimbursed for meals, including lunches, while on official state business when the employee is in overnight travel status. The destination must be located at least 35 miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less, to receive approved reimbursement.

Employees may be reimbursed for meals for partial days of travel when in overnight travel status and the partial day is the day of departure or the day of return.

Breakfast: depart duty station prior to 6:00 am and extend the workday by 2 hours.

Lunch: depart duty station prior to Noon (day of departure) or return to duty station after 2:00 p.m. (day of return).

Dinner: depart duty station prior to 4:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return) and extend the workday by 3 hours.

Actual times of departure and return must be indicated on the reimbursement request. Meals will be reimbursable at the current State Budget Manual per diem rates. No receipts are necessary but agendas must be submitted for meal reimbursement requests.

Daily Travel

Employees will not be reimbursed for meals if travel does not involve an overnight stay.

- If there is not a county vehicle available for use, the use of a personal vehicle for official business is reimbursable at the current Internal Revenue Service standard mileage rate.
- Parking fees (county vehicles and personal vehicles), and gas purchases (county vehicles only), are reimbursable with submitted receipts.
- All reimbursement requests must have **original signatures** of claimant and appropriate approving authority. All receipts and agendas must be attached. If there is not an agenda for the event, then the employee must document as such on the claim form.