

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Policy Statement #5600 (Business) of the Board of Education
Regarding Employee Travel Reimbursement**

- I. Purpose
 - A. To provide for reasonable reimbursement to employees for travel costs directly related to job responsibilities
- II. Policy Statement
 - A. The Board of Education recognizes that employees incur certain costs in connection with approved job-related travel. Therefore, employees will be reimbursed for approved job-related travel costs in accordance with COMAR, administrative procedures and any applicable negotiated agreements.
 - B. Employees are expected to exercise sound judgment and fiscal responsibility when making travel arrangements. This includes selecting economical airfare options available by booking in advance and by avoiding premium or non-refundable fares unless justified and approved by the employee's supervisor. Employees must also choose reasonably priced lodging and transportation options that conform with GSA per diem rates.
- III. Delegation of Authority
 - A. The Superintendent of Schools is directed to develop administrative procedures to implement this policy in accordance with the negotiated employee agreements, local policies, and local, state and federal laws and regulations and to communicate this policy and accompanying procedures to all relevant parties.
- IV. Exceptions
 - A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent sections of the negotiated employee agreements, pertinent local, state and federal laws and regulations, or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.
- V. Review
 - A. This policy will be reviewed at the end of four years, or sooner, if approved by majority vote of the Board of Education in public session.
- VI. Effective Date
 - A. This policy is effective September 11, 2025.

Citations

State Law: COMAR 23-02-01.12

State Reg.:

Federal Law:

Business 5600

Revised: 8/22/90; 3/23/06; 3/12/09; 3/8/12; 5/12/16; 6/11/20; 7/11/24; 9/11/25

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Adm. Reg.:

Neg. Agr.: Agreement between the Calvert Education Association and the Board of Education of Calvert County

Agreement between the Calvert Association of Education Support Staff and the Board of Education of Calvert County

Agreement between the Calvert Association of Supervisors and Administrators and the Board of Education of Calvert County

Other Citation: