

## **Instructions for Completing and Submitting Statement of Travel Forms for Reimbursement**

All allowable travel and expenses related thereto must be incurred while in the performance of official duties for the Blount County Board of Education.

Employees whose job duties require them to travel from school to school (including the central office) shall not claim any mileage to the school (including the central office) to which they first report each day but shall be permitted to claim mileage to all other schools (including the central office) to which they traveled that day. Mileage cannot be claimed beyond the last point of employment on any given day. This item is applicable to such employees as teachers of the gifted, speech pathologists, school nurses, etc.

Whenever possible a county vehicle should be used instead of filing for mileage reimbursement.

Reimbursement will not be made for any expense incurred as a result of the violation of any law, ordinance, regulation, policy, etc. Also, no reimbursement will be made to an employee for any damage to or liability arising from the use of any non-owned Board vehicle.

Statements of Travel are subject to internal audit as well as to audit by the Alabama State Examiners of Public Accounts. Any overpayments made for any reason must be refunded to the Board of Education and/or School.

- **Pre-approval** by the Superintendent is required for ALL out of state travel (registration, transportation, lodging & per diem).
- **Pre-approval** is required by the immediate supervisor for all conferences/conventions/meetings held outside Blount County if the employee expects to be reimbursed for any expenses related to the event. Funding should be secured by the immediate supervisor before approval.
- All travel expenses for school principals that are to be paid from school funds must first be approved in writing by the Superintendent or Assistant Superintendent of Education.
- Hotels and Per diem are only allowable if the stay is **65 miles or more** from your home. Principal or purchasing cards may be used to reserve and/or pay for hotels on a very limited basis. If purchasing cards are used, all expenditures relating to the travel must be paid to the employee by the school. The school will submit one invoice to the Central Office for reimbursement.

### **How to Complete the Statement of Travel**

Claims for reimbursement of travel expenses must be on the Travel Statement form (excel spreadsheet) located on the Board website. Reimbursements will only be made by ACH direct deposit. The ACH form is located on the Board website.

Separate Travel Statements must be done for Conference Travel and Regular Monthly Travel.

- Base School/Location – The base employment location of the employee.
- Mileage Rate – The Board approved rate as of the date of travel.
- Name and Address – The name and mailing address of the claimant
- Travel, lodging and other expenses must be listed in chronological order with all required receipts attached. Odometer readings are required. Trip miles times mileage rate equals “dollars claimed”.
- A trip made from the base location to one or more schools (or other destinations) on the same day with a return to the base may be entered as one trip.
- The affidavit statement must be signed in ink by the claimant on the “payee” line.
- The “approval” should be signed in ink by the Principal or Supervisor before it is submitted to the Central Office.

#### Per Diem

- Per Diem is only allowable if there is **overnight** stay outside of Blount County.
- \$60 is allowable for in-state and \$75 for out-of-state to cover meal and gratuity expenses and calculated on a **per night** basis.

#### Required Attachments

- Conference and meeting agendas must be attached. If federally funded, an evaluation must also be attached.
- Expenses for lodging and other allowable expenses (such as cab fares, hotel/airport shuttle buses, etc.) must be itemized in each column and be documented by attaching a dated itemized receipt. **If the lodging location is not at the facility of the conference, then the reimbursement for the cost of lodging must be comparable to the conference lodging rate or an official “over flow” location designated by the conference. Only nights required to attend the conference or meeting are reimbursable.** If staying off-site, you are limited to a range of 10 miles for mileage reimbursement without prior approval.
- Conference and meeting registration expenses must be supported by paid receipts.

#### Statement of Travel – Due Dates for Payment

Statements of Travel for employees of the Blount County Board of Education are to be submitted to the central office bookkeeping department for processing on a calendar month basis. The statements are due immediately after the last day of the month.

Any exceptions to these instructions must be pre-approved by the Superintendent.