

TRAVEL EXPENSE FOR PERSONNEL

Personnel shall be reimbursed for travel expenses incurred while performing duties related to their jobs when travel is at the request of or approved by the superintendent. The principal or supervisor (if applicable) should participate in this process.

Travel within the School District

In county travel is normally only provided for itinerant type personnel, when required as approved PD, or is directly related to assigned duties.

1. All mileage claims must be made on current travel/mileage reimbursement forms
2. Mileage is reimbursed at the rate approved by the Board
3. Meals **are not** reimbursable within the school district

Travel outside the School District

Travel of this nature must always be approved by the superintendent **prior** to date of travel. Travel for approved PD should be submitted on current travel claim forms (available on our website) and should clearly show:

1. The date of travel
2. The destination
3. The purpose of travel (specific conference or event)
4. The source of funding and name of direct supervisor

The point of departure should be the site of employment unless the actual point of departure is nearer to the point of destination. Actual mileage is the shortest distance between the point of departure and the destination.

The employee approved for PD is eligible for reimbursement for hotel expenses at the single room (group) rate, unless the room is shared with another employee who is also approved to attend. The number of nights allowed will normally be the same as the length of the meeting or conference (example: one day meeting=one day lodging, 2-day meeting=2 days of lodging, etc.). If there is a group rate available, that rate will apply. If employee chooses to stay somewhere other than the conference site or hotel offering the group rate, they will be reimbursed at a comparable nightly rate for the room of their choice for the approved number of nights. State auditor standards require a Conference itinerary or Certificate of Completion with travel form to show proof of attendance. Mileage while out of town in personal vehicle is not reimbursable-only mileage from district TO or FROM the conference or class site. When travel is out of state and personal vehicle is not available, the use of required public transportation is allowed, but should be kept to a minimum.

General Travel Reminders for ALL approved travel

Reimbursement for actual expenses incurred shall be at the following rates:

- a. Mileage at the current board/state approved rate.
- b. Lodging at the actual cost, with original itemized receipt & according to rate guidelines above.
- c. Meals at a limit of **\$55.00/day for in state travel or \$65.00/day** for out of state travel. Meal receipts must be itemized and detailed, but a photocopy is acceptable. A **debit or charge ticket is not acceptable**. Meals are generally intended to be “consumable” at the time of purchase (restaurant dining). Tips are reimbursable up to 20% of employee meal and tax total.
- d. Miscellaneous expenses directly related to and required for the travel as approved by the superintendent.

Some things not allowed for reimbursement are:

Snacks, soft drinks, or groceries not purchased at a restaurant (even when in place of a meal)

Alcoholic beverages

Additional fees for room service

This document is intended to provide guidance in the completion of travel claims. Board policy should be always adhered to. State auditors carefully examine travel and professional development claims.

IMPORTANT

As of January 2026, the mileage reimbursement rate is \$0.725 cents per mile. Mileage rates are adjusted periodically in accordance with those set by the Alabama State Department of Education. Notification of ANY rate change will be sent to employees via email.