Thomas County Schools Travel Regulations, based on State Travel Regulations

1. Employees are required to submit travel reimbursement reports within 45 calendar days of completion of travel. In order for travel checks to be issued the same week reimbursement forms must be turned in to the Accounts Payable department by 10:00 am Wednesday.

2. Mileage reimbursement is .76 per mile, effective 8/1/2026. Prior to this date, the rate was .725 per mile from 1/01/26 until 7/31/26.

3. Employees should use a school system vehicle for travel unless one is not available. If employees choose to use their own vehicle instead of a school system vehicle then the mileage reimbursement will be at a lesser rate (currently .235 per mile). However, if a county vehicle is traveling to the same destination, and the vehicle has sufficient room for another passenger, an employee will not be paid the lesser rate. System vehicles can be requested by contacting the bus garage at 225-4386.

4. Meal Reimbursement Rates
    a. Breakfast--$13.00
    b. Lunch--$14.00
    c. Dinner--$23.00

    Out of state meal per diems will follow the GSA website: https://www.gsa.gov/travel/plan-book/per-diem-rates

5. What meals you can claim
    a. For overnight trips, employee will receive a maximum of 75% of allowable per diem on the day of departure and the day of return. The time of departure and time of return are not considered for calculating the meal per diem when associated with overnight travel.
    b. For non-overnight trips, employee will receive the allowable per diem if travel is more than 50 miles from home, and employee is away for more than 12 hours.

6. Employees should book any needed hotel accommodations and submit for reimbursement upon their return. A detailed hotel folio is required for reimbursement. Reimbursement is not permitted for short-term rental accommodations, including Airbnb, VRBO, vacation rentals, private residences, or similar lodging arrangements, regardless of the booking platform used.

7. Employees of Thomas County Schools are exempt from county or municipal excise tax on lodging. Employees are required to submit a copy of the tax-exempt form when they register with a hotel/motel. Employee will not be reimbursed for the excise tax if they fail to properly submit the tax-exempt form to the hotel/motel. We are exempt from state sales tax on lodging only if the expense is paid with a system check or credit card. If a hotel refuses to accept the tax-exempt form, the employee should pay the tax and document this fact on their travel reimbursement report, and employee will be reimbursed.

8. Employees are required to attach a copy of the approved travel request form to their travel expense reimbursement form and the form must not be hand written.

9. Employees are required to attach a copy of the agenda for their conference to their travel expense reimbursement form.

10. Hospital/Homebound mileage, for retirees only, is calculated from their home to the student's residence as long as the retiree lives in Thomas County. For employees, mileage is calculated from their primary work location.

Link to State Travel Regulations - http://sao.georgia.gov/state-travel-policy