

EMPLOYEE TRAVEL GUIDELINES

(Revised October 2026)

Boyd County Public Schools: Travel Reimbursement Policy & Guidelines

More and more of our staff members are traveling to new destinations, and many hotels no longer accept direct billing to the district. Therefore, we recommend that all traveling staff members have access to a personal credit card. You will be fully reimbursed for all approved travel expenses upon your return, provided you supply the necessary documentation.

If you have questions about travel reimbursements, please contact the **Finance Department at (606) 928-4141**.

General Instructions and Reimbursement Information

1. **Pre-Approval Request:** Requests to attend professional meetings must be submitted on a **Professional Meeting Attendance Request Form**. This form must be filled out completely and carefully, as it forms the basis of your eligible expense claims. Electronic templates can be found at www.boyd.kyschools.us under the Finance Department link.
2. **Purchase Order:** Complete a district purchase order (PO) for the estimated costs associated with the trip. Have the form signed and coded by your principal or supervisor, then submit it for approval along with your **Professional Meeting Request Form**.
3. **Personal Expenses Only:** Employees should only pay for their own expenses. You must obtain a receipt for every expense you intend to claim, except for meals.
4. **Eligible Travelers:** Reimbursement can only be claimed for the expenses of employees, board members, or other individuals designated by the Superintendent.
5. **Lodging Limits:** Maximum reimbursement for overnight lodging is the single-room rate, including taxes. If a spouse or guest accompanies you, you must pay the additional room charge yourself. Lodging must be substantiated by an itemized receipt. Additional room charges (such as movie rentals or telephone charges) will not be reimbursed.

6. **Vehicle & Mileage:** Employees approved to use their own vehicle will be reimbursed at the active mileage rate for travel from Boyd County to the meeting site and back. A list of standard mileages to common destinations **is available on** the finance department website. Personal vehicle usage within the district will be reimbursed at the active rate but does not include travel to your primary work site (only travel from your primary site to other district sites is covered).
7. **Tolls and Parking:** All tolls and parking fees incurred during school-related travel will be reimbursed if substantiated by a validated receipt. Enter these amounts in the "Other Expenses" column of the **Travel Voucher**.
8. **Meal Allowances (Per Diem):**
 - **Day Trips:** Meals incurred during trips that do not require an overnight absence do not qualify for reimbursement.
 - **Overnight Trips:** Trips requiring an overnight absence to a destination of at least 40 miles qualify for a maximum **\$35 per diem**.
 - **High-Rate Areas:** State-designated "high-rate areas" qualify for a maximum **\$42 per diem** (see page 29 of the handbook for the location list).
 - **Partial Days:** If a trip does not qualify for a full day, you will be reimbursed for individual qualifying meals using the following schedule:
 - *Standard Rate:* Breakfast (\$8) | Lunch (\$10) | Dinner (\$17)
 - *High-Rate Areas:* Breakfast (\$10) | Lunch (\$11) | Dinner (\$21)
 - **Meal Rules:** These fixed amounts are paid regardless of the amount actually spent. Meal receipts are **not** required. Do not charge meals to your hotel room! Meeting agendas or itineraries will be used to verify meal eligibility.
9. **Submission Deadlines:**
 - **Out-of-District Travel:** Must be filed on a **Travel Voucher** and submitted for payment **within 45 days of your return**. You must attach a copy of your approved meeting request form, your itinerary/brochure, and original receipts.
 - **In-District Daily Travel:** Must be filed on a **Travel Voucher** and submitted **before the end of the next month**.
10. **Processing & Approval:** All forms and attachments must be submitted to the Central Office finance department by the **first working day of the month** to receive payment within that month. Any discrepancies must be resolved before processing. Reimbursement checks are released after Board of Education approval.
11. **Board Policy:** For additional details, see Board Policies **03.125** and **03.225**.

Special Instructions for Travel-Related Purchase Orders

1. **Submit Early:** Turn in all travel-related purchase orders (POs) with your meeting request **BEFORE** the event occurs so you can keep copies for your records.
 2. **Separate Vendors:** POs are specific to the vendor. You cannot use a single PO for both your registration and hotel if they are being paid to different entities.
 3. **Required Details:** Every PO must explicitly answer the “who, what, where, and when” questions, even if that information is already on your approved meeting request form. If multiple employees are attending the same event, registration fees can be combined onto one PO by attaching each person's required forms to the group PO.
 4. **Funding Sources:** If multiple funding sources are paying for the trip, clearly state them on the PO or request form. Provide copies of any documentation (like registration forms).
 5. **Advance Check Deadlines:** If you need a registration fee or airline ticket paid in advance, your completed PO must reach the finance department **at least two weeks before your deadline**. Last-minute requests cannot be accommodated; if missed, you must pay out-of-pocket and seek reimbursement later.
 6. **No Advances for Meals/Lodging:** Checks for lodging expenses and meals will never be issued to employees in advance.
 7. **Direct Billing Restrictions:** If you want a hotel to bill the district directly via a PO, you must confirm that the hotel agrees to this *when making your reservation*. Most hotels do not accept direct billing.
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Travel Expense High Rate Areas

COMMONWEALTH OF KENTUCKY
FINANCE AND ADMINISTRATION CABINET
OFFICE OF THE CONTROLLER

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Effective September 15, 2016, the list of High Rate Areas recognized by the secretary of the Finance and Administration Cabinet for travel expense purposes shall be the corporate limits of each city listed or the entire state as outlined below:

Alabama: Birmingham, Mobile, Montgomery	Nebraska: Lincoln, Omaha
Alaska: Entire State	Nevada: Carson City, Lake Tahoe, Las Vegas, Reno
Arizona: Phoenix/Scottsdale, Tucson	New Hampshire: Entire State
Arkansas: Hot Springs, Little Rock	New Jersey: Entire State
California: Entire State	New Mexico: Albuquerque, Santa Fe
Canada: All Providences	New York: Entire State
Colorado: Entire State	North Carolina: Entire State
Connecticut: Entire State	North Dakota: Bismarck
Delaware: Dover, Wilmington	Ohio: Akron, Cincinnati, Cleveland, Columbus, Dayton, Toledo
District of Columbia (DC): Entire District	Oklahoma: Oklahoma City, Tulsa
Florida: Entire State	Oregon: Salem, Portland
Georgia: Entire State	Pennsylvania: Entire State
Hawaii: All Islands	Puerto Rico
Idaho: Boise, Coeur d'Alene	Rhode Island: Entire State
Illinois: Chicago (Cook County and DuPage County), Springfield	South Carolina: Charleston, Columbia, Hilton Head Island, Myrtle Beach
Indiana: Indianapolis	South Dakota: Pierre, Rapid City
Iowa: Des Moines	Tennessee: Chattanooga, Gatlinburg/Pigeon Forge, Knoxville, Memphis, Nashville
Kansas: Kansas City, Topeka	Texas: Entire State
Louisiana: Baton Rouge, New Orleans	Utah: Salt Lake City
Maine: Entire State	Vermont: Montpelier, Burlington
Maryland: Entire State	Virginia: Entire State
Massachusetts: Entire State	Virgin Islands: All Islands
Michigan: Entire State	Washington: Entire State
Minnesota: Minneapolis, St. Paul	West Virginia: Charleston, Morgantown
Mississippi: Jackson, Biloxi	Wisconsin: Madison, Milwaukee
Missouri: Jefferson City, Kansas City, St. Louis	Wyoming: Cheyenne, Jackson Hole
Montana: Helena	**All Other United States Possessions

(KRS 45.101 and 200 KAR 2:006)