

Taylor County Schools Administrative Guidelines

4440A - JOB-RELATED EXPENSES

Expenses which are incurred by service personnel as a result of authorized travel in and outside of the County will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a service personnel staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Authorization

- A. Travel within or outside the County shall be authorized by the immediate supervisor.

- B. Travel to a convention, conference, or meeting away from the County will be authorized by the immediate supervisor for approval by the Superintendent. All such requests must be received in the Central Office at least five (5) days prior to the date a decision is needed. Forms are available in each school office.

*Out of state trips shall be Board approved, therefore must be presented in the appropriate time frame for placement on an agenda.

Procedure

- A. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms.

*Approved trips shall meet one or more of the following objectives:

1. to improve instruction in the Taylor County Schools;

2. to bring the best educational thinking and facts to Taylor County programs;

3. to encourage continued professional growth and evaluation;

4. to promote efficiency in spending the school tax dollar;
 5. to develop controlled experimentation and research for better teaching methods and education programs.
- B. Under normal conditions, officers and service personnel staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- C. Travel should be by the most reasonable, direct and economical route.
- D. For official travel other than by automobile, tickets must be purchased by the County in advance, upon request of those involved.
- E. In all instances of travel reimbursement, full itemized statements of expenditures are required.
- F. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel expenses will not be approved or reimbursed.

Reimbursement

- A. Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted to the Taylor County Board of Education via Form 4440A. Form 4440A must be signed, initialed by the immediate supervisor, and submitted to the Office of Curriculum immediately following the trip. Form 4440A must have an attached copy of a Request to Attend Meeting form and all receipts.
- B. Travel outside the County will be reimbursed at the IRS reimbursable rate.
- C. Employees shall request and accept, if available, the "government rate" on rooms, unless the same is higher than another rate available to the employee(s).
- D. The maximum expense allowable for lodging is a single room.

- E. Meals during approved overnight travel will be reimbursed at a reasonable per diem of \$36.00 per day as follows:
- Breakfast \$7.00
- Lunch \$11.00
- Dinner \$18.00
- F. The maximum per-day allowance/stipend reimbursement for meals/lodging shall equal the amount set forth for Federal Government as found on: www.gsa.gov.
- G. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, and official telephone calls will be made upon presentation of supporting receipts.
- H. Registration fees are reimbursable for attendance at pre-approved conferences and related events.
- I. Sales tax on hotel bills is reimbursable.
- J. If meals are included in registration fees for approved overnight travel, duplicate meals shall not be reimbursed.
- K. Non-reimbursable items include entertainment, toiletries, and alcohol.

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