**TRAVEL**

Employee and student travel require approval from the School Board and Superintendent. Be sure to check current policies before planning, registering, or encumbering funds that require travel.

All out of county travel must be approved in advance by administration and will need the approval of the Superintendent. Staff should work with the activities administrator to generate a letter of request providing all the required information. No other paperwork may be completed or checks issued until the approval of the Superintendent is received. For planning purposes, allow 4 weeks for local travel requests, and 8 weeks for travel plans that include a destination outside the district or outside the state.

**AUTHORIZATION PROCESS**

The following procedures must be followed after receiving authorization from the school and Superintendent’s office, when requesting travel outside of the county:

* Complete a leave of absence form from the administration building workroom or principal’s secretary. Indicate on the form the following:

A. Purpose of travel

B. Period of travel including departure and return times

C. Expenses requested and estimated cost

D. Indication of who is paying for the travel and expenses

E. Administrative Authorization for leave and expenses if needed (two signatures)

* Expenses will be reimbursed only if a signed authorization was obtained in advance.
* Upon return, provide the following to receive reimbursement of expenses, meals or mileage:

A. Expense form must be typed or computer generated (MIS 110).

B. Include a copy of the program or agenda.

C. Provide documentation of registration fees including any meals or lodging. Include original signed receipts.

D. Provide a copy of the authorized leave form.

Please check with the bookkeeper for information about limits on hotel expenses.

**TRAVEL TYPES AND COMPUTATION OF MEAL ALLOWANCES**

Limits on reimbursement, if any, will be established in advance of the travel. No one shall be reimbursed for any meal or lodging included in a convention or conference registration fee. Continental breakfast included in a registration fee is considered a breakfast.

* Class A Travel - Continuous travel of 24 hours or more away from the county involving overnight travel.
* Class B Travel - Continuous travel of less than 24 hours involving overnight travel.
* Class C Travel - Travel that does not involve overnight travel.

The meal allowance for Class A and Class B travel is calculated as follows:

* Breakfast - $5.00 Travel begins before 6 AM
* Lunch - $11.00 Travel begins before 12 noon and/or extends beyond 2 PM
* Dinner - $23.00 Travel begins before 6 PM and extends beyond 8 PM

**OTHER ALLOWABLE EXPENSES**

Allowable expenses include necessary taxi fares, tolls, mileage, parking fees, telephone calls to school, registration fees, and other expenses approved by Superintendent pursuant to rules and pre-approved on the leave form by school administration.

**TRANSPORTATION**

All travel must follow a usually traveled route. Mileage will be calculated from the point of origin to the destination. When possible, compute the distance based on the current district's point-to-point chart. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the reimbursement request. Whenever travel is by a privately owned vehicle, the traveler shall be entitled to the mileage allowance at the current rate of 38 cents a mile. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle is not allowed when privately owned vehicles are used on school business. No traveler shall be allowed either mileage or transportation expenses when traveling with another person who is entitled to mileage. The Superintendent must authorize transportation by a rental car, train or airplane. Transportation by a common carrier when traveling on official business and paid for personally by the traveler shall be substantiated by an original receipt. In the event transportation other than the most economical is used, the traveler shall be reimbursed for the most economical means of travel.

**REIMBURSEMENT**

An employee may request reimbursement for special events and activities from the principal. Funding is limited, so each request will be prioritized with school goals. Travel reimbursement must be submitted within one week of return or at the end of each month for ongoing mileage expenses. Mileage within the county will be, whenever possible, based upon the approved point-to-point mileage chart. An employee may not be reimbursed for the number of miles traveled from his/her home to his/her work location of the day. An employee may not be reimbursed for the number of miles traveled from his/her last work location of the day to home. A homebound teacher shall be reimbursed the lesser of round trip miles between his/her base school and the child’s home or his/her home and the child’s home. All out-of-county travel must be authorized in advance. Both the leave and anticipated expenses must be authorized on the leave form. Overnight hotel expenses require approval from the Superintendent’s office.

**FRAUDULENT CLAIMS**

Claims are not required to be notarized but any claim authorized shall contain a statement that the expenses were actually incurred and paid by the traveler and were necessary. Any person who willfully makes any such claim which he does not believe to be correct, or who willfully assists in, or advises the preparation under the provisions of this section of a claim which is false as to material matter, whether or not such falsity is with the consent of the person authorized to present such claim, is guilty of a misdemeanor of the second degree punishable as provided in s.775.082 or s.775.083. Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for reimbursement of the public fund from which the claim was paid.