

## TRAVEL REGULATIONS

Numerous employees of Northumberland County Public Schools travel for business related reasons. These regulations are to be followed by all employees. The purpose of these regulations is to insure public funds are being used prudently and costs are reasonable. Any variation from these guidelines must be approved in advance by the superintendent or assistant superintendent for extenuating circumstances.

Professional leave forms must be submitted two (2) weeks prior to the requested event. Travel is considered authorized once the school board office designee signs and approves the *Professional Leave Request/Verification Form*.

### **Transportation**

A county car should be used for all travel when available. If unavailable, reimbursement will be made for use of a personal car at the current IRS mileage rate per mile once approval for use of a personal vehicle has been granted. The Director of Transportation will assign a county car, or notify the employee that none is available, and use of a personal vehicle is authorized. ***No reimbursement will be made for the use of a personal vehicle unless it is approved in advance.*** Mileage reimbursement will be made for the most direct route to the destination including necessary local travel at the destination. Personal side trips while on authorized travel are not reimbursable.

Tolls and parking charges are reimbursable with a receipt and with prior authorization. No reimbursements will be made without a receipt. Traffic violations or parking tickets are not reimbursable and are the responsibility of the employee.

### **Lodging**

Participants are responsible for reserving their own room. Lodging will be approved at the meeting site at the federal rate or the convention rate whichever is less. If no lodging is available at the site, an alternate hotel/motel may be used not to exceed the federal reimbursement rate at the meeting site. If the meeting is held at a site that does not offer lodging, a lodging rate not to exceed the federal per night excluding taxes is authorized. Telephone calls, newspapers, and other incidental expenses of a personal nature, charged to the hotel room are not permitted.

### **Meals**

Meetings that include meals and/or banquets as part of the registration fee will be paid with the registration fee. No further meal allowance will be made when the meal is provided for as part of the registration. Banquets and/or meeting meals will be paid for at the stated rate in the conference literature. All other meals will be reimbursed at the following rate, including taxes. Under no conditions will the purchase of alcoholic beverages be reimbursed.

Meals qualify for reimbursement if the request includes overnight travel, provided the meal is not included as part of the conference fee. For day trips, meals are not reimbursable.

Reimbursable limits for meals are: Breakfast, \$8.00; Lunch, \$12.00; Dinner, \$25.00. Daily meal total may not exceed \$45.00. Meal allocations cannot be combined.

Meals taken on a departure or return day will be reimbursed at the above individual meal rate only with no carryover provision allowed for a skipped meal.

All travel, lodging, and meal reimbursements *must* be accompanied by an itemized dated receipt. A credit card receipt showing totals only will not qualify as an itemized receipt for reimbursement.

*Federal Guidelines will apply for any travel paid by federal funds. These guidelines may be more restrictive than local regulations. Persons requesting travel will need to know the source of funding and applicable travel guidelines.*

### **Processing of Reimbursement Requests**

To submit for reimbursement, use the Request for Reimbursement of Expenses Form, and attach a copy of the approved Professional Leave Form and proof of claimed expenses. Proof of expense, where applicable, includes original credit card receipts, a hotel settlement statement, parking receipts, or, if paid by personal check, a copy of the cancelled check. Have your Supervisor approve the reimbursement request and send it to the School Board Office, Attn: Accounts Payable.

Approved by School Board: November 14, 1983

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