

TO: Principals and Staff  
Central Office Staff

FROM: Phyllis Yates  
Associate Superintendent  
Business and Operations

DATE: July 1, 2015 / Updated January 1, 2016



**Travel Regulations and Reimbursement Procedures for Registration, Subsistence and Mileage for FY 2015/16**

The following regulations and procedures concerning travel (registration, subsistence and mileage) will be observed for all employees of Ashe County Schools.

If approved by immediate supervisor and funds are available, each participant may be reimbursed for official school travel based upon the following:

**1. Registration**

Workshop/conference/meeting up to \$75

Registration **in excess** of \$75 may be paid if the employee **is required to attend** the workshop/conference/meeting by his/her immediate supervisor.

**All workshops/conferences must be initially logged through the SEA System and assigned a proposal number. The actual registration form must be forwarded to the Central Office for payment on a timely basis.**

***NEW: A copy of the registration form or agenda/itinerary shall be attached to the reimbursement form. Meals included in the registration fee or breakfast included in the room rate are NOT reimbursable should you decide to eat something other than what is provided.***

**2. Subsistence**

State rates are as follows.

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$ 8.30	\$ 8.30
Lunch	10.90	10.90
Dinner	18.70	21.30
Lodging (actual, up to)	<u>65.90*</u>	<u>79.50*</u>
<i>Total</i>	\$ 105.20	\$ 120.00

(Lodging tax applied to the cost of lodging is allowed **in addition** to the lodging rate and will be paid as a lodging expense.)

Excess lodging may be allowed when the employee is in a high cost area; however, approval to exceed allowable rates must be authorized in advance.

Double or more occupancy for all lodging is encouraged so that reimbursement cost can be held to a minimum.

Overnight lodging is **not allowable within a 75 mile radius** of duty station.

**3. Transportation/Mileage (January 1, 2016)**

Mileage rate as of January 1, 2016 is @ **54¢ per mile**.

**If** a county-owned vehicle is **not** available, carpooling is expected to minimize cost. If an employee chooses not to use a county-owned vehicle when available, mileage will be reimbursed @ **34¢** rather than **54¢** per mile (per Office of State Budget and Management). Mileage is measured from the closer of duty station or point of departure to destination (and return).

**4. One-Day Travel**

Allowable expenses for one-day travel are *mileage* and *registration*.

Meals are not reimbursable for one-day travel.

- 5. Requests for reimbursement must be filed within 30 days after the travel period ends. Any requests beyond the 30 days are void.**
- 6. The travel reimbursement request form MUST be signed by the participant and the principal/supervisor before submitting to the finance office for payment. In order not to delay the processing of your request for payment, ensure that all data is accurate and complete.**

**SEE ATTACHED TRAVEL REGULATIONS AND PROCEDURES AND FILE FOR FUTURE REFERENCE.**

## TRAVEL REGULATIONS for 2015/16

The following procedures and regulations establish authorization for, and reimbursement of, expenditures for official travel from all budgets administered by Ashe County Schools.

All travel is contingent upon the availability of funds in the approved budget and must be authorized by the superintendent or his/her designee.

To promote efficient travel, expectations are to carpool or use county vehicle when feasible. If an employee chooses not to use a county-owned vehicle when available, mileage will be reimbursed @ **34¢** per the Office of State Budget and Management (OSMB) rather than **54¢** per mile.

Current reimbursable rates are noted on the travel reimbursement form.

Employees shall be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

The meal reimbursement rate is inclusive of tax and gratuities. Receipts are not required. If meal(s) is included in the registration fee, you **will not** be reimbursed should you choose to eat elsewhere. Breakfast **may not** be claimed when provided in the hotel lodging fee.

Employees may be reimbursed for meals for partial days of travel when in overnight travel status and the partial day is the day of departure or the day of return. The following applies.

- Breakfast—depart duty station prior to 6:00 am and extend the workday by 2 hours
- Lunch—depart duty station prior to noon (day of departure) or return to duty station after 2:00 pm (day of return)
- Dinner—depart duty station prior to 5:00 pm (day of departure) or return to duty station after 8:00 pm (day of return) and extend the workday by 3 hours

Lodging tax applied to the cost of lodging is allowed in addition to the lodging rate and will be paid as a lodging expense. **Overnight lodging is not allowable within a 75 mile radius of duty station.**

Unless otherwise prohibited, approval for excess lodging expenditures may be considered when a traveler is in a high cost area and unable to secure lodging within the current allowance. Excess subsistence authorization for lodging must be approved in advance by the superintendent or his/her designee. Receipts are required for reimbursement.

If conference registration is not paid by the local unit in advance, conference registration fees may be reimbursed when supported by a valid receipt or invoice. An employee **cannot** claim separate reimbursement for meals when the cost of meal(s) is included as part of the registration fee.

Actual mileage by personal vehicle is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination (and return). The business standard mileage rate set by the Internal Revenue Service (**54 cents per mile effective 1-1-16**) will be paid unless employee is notified prior to departure of a different rate due to budget restraints. Parking fees are reimbursable when the required receipts are obtained and attached to a travel reimbursement request. Fines for traffic and parking violations are the responsibility of the employee.

Receipts for purchase of gas when driving a county vehicle are required for reimbursement and must be attached to a travel reimbursement request.

## **REIMBURSEMENT PROCEDURES**

1. Allowable expenses for one-day travel are mileage and registration only. Meals are not reimbursable for one-day travel.
2. Payments in advance for transportation and subsistence will be made ***only in emergency situations.***
3. Registration is to be paid in advance; however, ***a two-week notice is needed.*** Late registration will only be paid in extenuating circumstances; otherwise, the school or employee is responsible for any excess fees.
4. **Following the approval of your principal/director, all workshops must be logged through the SEA System and assigned a proposal number.**

***NOTE:*** Even though the workshop is logged in the SEA System, the actual registration form itself must be approved and forwarded to the Central Office for payment. Please forward in a timely manner in order to get the reduced rate for early registration. Remember—late registration will only be paid in extenuating circumstances.

Request for reimbursement for transportation, subsistence, registration and other travel expenses **must be made on the appropriate travel form within 30 days of travel.** Complete travel reimbursement request received by this office on or before the 10<sup>th</sup> day of each month will (in most cases) be paid within that month.

Receipts for hotel/motel bill, registration, parking, taxi/shuttle or gas **must be attached** to the reimbursement request. Receipts for meals are not required.

***Each participant should pay their prorated share of the cost for lodging and obtain their own individual receipt from the hotel/motel. However, if only one participant pays for the room in its entirety, it should be duly noted on each reimbursement.***

The workshop/conference/meeting title or purpose of the travel, as well as the SEA System proposal number, **must be written clearly** on the form in the space provided. The form will be returned for completion if required data is not included.

The travel reimbursement request form **MUST** be signed by the participant and the principal/supervisor before submitting to the finance office for payment. In order not to delay the processing of your request for payment, ensure that all data is accurate and complete. ***NEW:*** A copy of the registration form or agenda/itinerary shall be attached to the reimbursement form. Meals included in the registration fee or breakfast included in the room rate are NOT reimbursable should you decide to eat something other than what is provided.

**Requests for reimbursement must be filed within 30 days after the travel period ends. Any requests beyond the 30 days are void.**

**Travel reimbursement forms are available online or in the school office.**