

**5.02 GENERAL POLICIES**

G. Travel

Reimbursement for travel is allowed to authorized persons who incur expenses for conducting official business that services a direct and lawful public purpose with relation to the School Board of Clay County. Travel expenses shall be limited to those expenses necessary in the performance of official business and must be within the limitations prescribed in this section.

1. Authorization

- a. All travel, including per diem and/or traveling expenses when pertinent, shall be authorized or approved by the Superintendent of Schools or designee TWO WEEKS PRIOR to the incurrence of the expenses and shall specify the travel to be performed.

The following forms are to be completed TWO WEEKS prior to date travel is requested:

- 1) An Authorization to Incur Travel Expenses (MIS 12157) signed by immediate supervisor. An agenda or document is to be attached showing dates, times, and any other fees such as registration.
- 2) Application for Leave signed by immediate supervisor with copy of agenda/document attached. Leave should be marked Professional or Temporary Duty Elsewhere or others.

Upon return of travel, a Voucher for Reimbursement (MIS 13202) has to be completed with necessary receipts attached for payment.

It is the immediate supervisor's responsibility to verify that the expenses of travelers are the most efficient and economical means of travel (considering time of the traveler, cost of transportation, number of persons making trip, and per diem or subsistence required.)

The School Board members, county staff, administrators, or teachers who have multi-school duties, may be reimbursed for official travel. In addition, individuals who are not School Board employees may receive travel reimbursement while performing Board related services.

Travel at county expense, whether in-county or out-of-county, may be made only if it will serve a direct purpose for the School District of Clay County. The Superintendent or designee shall determine the mode of transportation for each trip.

- b. In all cases where possible, out-of-state travel by School Board members shall be approved, in advance, by the School Board.

(Approved: 06-27-91) (Amended: 05-16-00)

## 2. Travel Allowance

Travel by privately owned vehicles shall be reimbursed at the current Federal (IRS) Reimbursement Rate. All mileage shall be shown from official headquarters, or residence, to the point of destination, whichever is less.

When travel by common carrier or chartered vehicle, the traveler shall be entitled to reimbursement upon presentation of an invoice or receipt.

Written justification, approved by cost center administrator, is needed when airfare is required in lieu of driving, and must be attached to the Authorization to Incur form. If airfare is being paid by purchase order, a copy of the purchase order and invoice must be attached to leave forms. If airfare is paid by an individual, invoice must be attached to voucher for reimbursement. Meals included in your airline fare will be deducted from your per diem.

No traveler shall be allowed mileage reimbursement when he is gratuitously transported by another person. Travelers shall be subject to accountability for planning trips to the extent that school funds shall not be expended for two (2) cars when one car could transport travelers to the same destination at the same time.

(Amended: 10/20/05, Amended: 12/15/05)

## 3. Rates of Per Diem and Subsistence Allowance

For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances are divided into the following groups and rates:

- a. All travelers shall be allowed subsistence when traveling to a convention, conference or normal travel (routine School Board business) which may serve a direct public school purpose. Upon approval of the Superintendent or designee, one of the following will apply at the option of the traveler.
  - 1) Per diem as established by Clay County School Board policy. Per diem is ~~\$70.00~~ 80.00 per day, or ~~\$17.50~~ 20.00 per quarter and covers cost of rooms and meals; or
  - 2) If actual expenses exceed established per diem, the amounts permitted for meals, plus actual expenses for lodging at a single occupancy rate will be substantiated by paid bills.
- b. Travelers attending functions within surrounding counties (Alachua, Baker, Bradford, Duval, Nassau, Putnam, and St. Johns) who intend to request reimbursement for cost of lodging and/or meals, must provide written justification to their immediate supervisor for pre-approval. This justification will be attached to their Authorization to Incur Expenses (MIS 12157).
- c. When lodging or meals are provided at a State institution, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in this subsection.

4. Per Diem Reimbursement

a. For the purpose of reimbursement and methods of calculating fractional days of travel, the following principles are prescribed:

1) For Class A and Class B travel, the traveler shall be reimbursed one fourth (1/4) of the authorized rate of per diem for each quarter or major fraction thereof (at least 1/6 of the quarter) of the travel day included within his travel period.

2) Quarters are listed below:

- |                   |                             |
|-------------------|-----------------------------|
| a) First quarter  | 12:01 a.m. to 6:00 a.m.     |
| b) Second quarter | 6:01 a.m. to 12:00 noon     |
| c) Third quarter  | 12:01 p.m. to 6:00 p.m.     |
| d) Fourth quarter | 6:01 p.m. to 12:00 midnight |

5. Meals Only

All travelers may be allowed subsistence while on Class C travel on official business according to following time schedule:

- Breakfast - When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.  
Lunch - When travel begins before 12:00 p.m. and extends beyond 2:00 p.m.  
Dinner - When travel begins before 6:00 p.m. and extends beyond 8:00 p.m.

Continental Breakfast – A continental breakfast is considered a meal and where any such breakfast is included in the registration fee, lodging or present on your agenda, must be deducted from per diem or meals claimed.

Meals are not reimbursable when included in other reimbursed expenses, such as airfare, registration fees, or lodging.

Rates are established by Clay County School Board policy. Current reimbursement allowances for meals are ~~\$4.00~~ 6.00 for Breakfast; ~~\$8.00~~ 11.00 for Lunch, and ~~\$15.00~~ 19.00 for Dinner.

No allowance shall be made for meals when travel is confined to Clay County.

6. Registration Fees

Reimbursement of registration fees are allowed for attending a convention or conference which will serve a direct public purpose with relation to the public agency served by the person attending such meetings. However, any meals or lodging included in the registration fee will be deducted in accordance with the allowances provided in subsection (5).

Registration fees will be reimbursed at the least expensive member/non-member fee rate. Additional assessment for registration is not reimbursable (late fees).

Registration fees are not reimbursable unless specifically approved in advance by the Superintendent or designee. A document must be attached to your application for verification of registration fee.

(Amended: 04/19/01)

7. Other Expenses

- a. A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the agency in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate, in writing, that the charges were proper and necessary.

The following incidental traveling expenses of the traveler may be reimbursed:

- 1) Taxi fare
- 2) Ferry fares, bridge, road, tunnel tolls
- 3) Storage or parking fees
- 4) Communication expenses
- 5) Incidental expenses must be in connection with the transaction of official business. All expense items, including registration fee, must be supported by paid invoices, sale tickets, certificate of completion/attendance, or canceled check.

b. Invoice

An invoice for hotel or motel must be attached to voucher requesting reimbursement (if traveler was granted free overnight lodging in a private residence, a note of explanation from the employee must appear with the voucher).

c. Mileage Only Travel

Any mileage claimed after the normal working hours, including returning to work on weekends, Fridays during the four-day week period, and School Board meetings will have to have approval, in writing, from the principal for individual schools and approval from the Superintendent or designee for all county/annex office employees.

Mileage may be claimed on the REQUEST FOR REIMBURSEMENT – (MIS-13203)/Mileage Only Travel when traveling in-county or to out-of-county areas and not being reimbursed for actual expenses, per diem, or meals.

Under Purpose, on REQUEST FOR REIMBURSEMENT/Mileage Only Travel, a written explanation for each entry must be given. Documentation must be attached to the form for counties not surrounding Clay County.

Reimbursement for Mileage Only Travel must be approved by the immediate supervisor.

Other regulations for Mileage Only Travel are outlined in the current salary schedule.

(Amended: 06-27-91)

8. Extra Curricular-Related Travel Expenses Paid by Club

When a club prepays an approved travel expense, reimbursement may be made by processing a purchase order. A copy of the purchase order, requesting reimbursement for expenses paid by the club, would be attached to Authorization to Incur Travel Expense and Application for Leave forms.

Approved travelers would be entitled to fill out a Voucher for Reimbursement for any approved cost not covered by the purchase order upon return of travel. Receipts are required for costs other than meals.

9. Advancements for Travel

The Superintendent may authorize advancement of per diem and traveling expenses of public officers, employees and authorized persons. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his/her duty.

It will be necessary to fill out an Authorization for Advance Payment form, MIS-13205, at the time Authorization to Incur Travel Expenses and Application for Leave forms are completed.

(Ref. F.S. 1001.42; 1010.20) (Adopted: 01/08/81) (Amended: 07-09-81, 02-12-87, 07-19-90) (Ref. F.S. 112.061/Exemption-2003, Amended: 08/18/03, Amended: 00/00/00)