

TRANSPORTATION TRAVEL ALLOWANCE

Travel expenses incurred for official business travel on behalf of the County shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Any travel expenses submitted to the County level for reimbursement requires the signature of the principal to verify the reimbursement was not already made at the school level. Any travel by the principal must be approved at the County level even if the travel expenses will be paid by the school.

Payment and reimbursement rates for per diem, meals, lodging, and mileage shall be established by the County and approved by the Board. The County shall establish mileage rates in accordance with the Federal standard mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

An employee may use and/or accrue bonus points acquired through participation in frequent traveler programs, hotel "bonus points," credit card "rewards," or any other reward under similar affinity programs while traveling on official School business, only if his/her participation would result in no additional cost to the County.

This policy does not address every issue, exception, or contingency that may arise in the course of travel.

All travel shall comply with the travel procedures and rates established in the administrative guidelines.

Source: Board of Education Minutes

Adopted: 12/4/79

Revised: 01/26/16; 2/22/10; 7/07/08; 6/26/06; 10/3/95; 10/6/92; 1985; 1983

Legal Reference: West Virginia State Board of Education Policy 1224.1
WV Code §6B-2-5(b)(2)

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Administrative Guidelines

Reimbursement for approved professional travel will be based on expenses incurred solely by the employee upon submission of a properly completed and approved county travel reimbursement form.

The Treasurer shall be responsible for approving or disapproving all professional or local travel reimbursement forms.

The following are reimbursable upon submission of receipts and documentation:

- A. conference registration fees
- B. transportation - plane, train or automobile, including buses, and taxis
- C. mileage at the current IRS mileage rate effective during the travel period
- D. toll charges and parking
- E. lodging at actual reasonable cost
- F. meals and incidental (if staying overnight on approved professional trip) at the maximum per-day allowance/stipend for meal reimbursement shall equal the amount set forth by the Federal government as found on: www.gsa.gov .
- G. phone calls for District business
- H. internet access for District business

Emergency and/or unanticipated trips involving Board expense(s) may be approved by the Superintendent and/or the Treasurer.

The Board will not pay personal expenses beyond the costs related to attending the convention.

The expenses will be reimbursed within the budgetary appropriation.

Advance payments may be paid only for plane fees. Cancellation fees will be covered if beyond the employee's control.

Actual expenses are approved by the appropriate Central Office Director for professional and service personnel staff.

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Business-related mileage for the District is reimbursable under the following conditions:

- A. Requests for reimbursement are to be submitted monthly. The report must be approved by the Principal, immediate supervisor, and/or appropriate Central Office Director. Parking receipts are required for reimbursement. Incomplete reports will be returned.
- B. Mileage will be reimbursed at the published Federal standard mileage rate.
- C. Mileage will be reimbursed during the fiscal year it was incurred. Forms must be submitted to the Finance Office within thirty (30) days of travel.
- D. Monthly travel reimbursement forms submitted after the deadlines stated above will not be reimbursed.