

GRAINGER COUNTY BOARD OF EDUCATION

TRAVEL REGULATIONS

1. Travel may not be undertaken unless it is authorized in advance by the Director of Schools. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel. **Claims submitted after this period must provide written explanation for the delay and could be subject to non-payment.**

2. Approved travel is on the basis of reimbursement for the necessary business expenses incurred subject to the limitations set forth herein. Receipts are required for all items or fares in excess of \$5.00 except for meals, taxi fares, and tolls. Receipts must itemize room charges and taxes. A zero balance must appear on the room charge receipt.

3. Travel must be by the most direct route possible, and any individual traveling by an indirect route must assume any extra expense incurred thereby.

4. The official station of an employee shall be the location at which the employee spends the major portions of his/her working time. Expenses for meals and lodging will be allowed when overnight travel or occasional excessive hours of work are required outside the county of the employee's official work station or residence. Mileage shall be computed from the employee's residence or official work station, whichever is shorter. When two or more employees are traveling to the same location, **car-pooling must be used when possible.**

When an employee is away from his/her official station for at least seven (7) consecutive hours conducting official school business (which does not require an overnight stay), he/she will be reimbursed for meals based on the current meal rate.

5. The following time schedule shall determine eligibility for reimbursement for meals. Any employee at his official station during these times shall not be entitled to reimbursement.

<u>Meal</u>	<u>Time</u>	<u>Reimbursement Rate</u>
Breakfast:	7:00 a.m. – 8:00 a.m.	\$13.00
Lunch:	11:00 a.m. – 1:30 p.m.	\$15.00
Dinner:	5:00 p.m. – 6:30 p.m.	\$26.00

Incidentals: \$6.00

6. Travel will be reimbursed at the State Rate per mile unless a different amount is determined contractually.

7. Lodging expense will be reimbursed on costs incurred plus tax. However, employees must inquire about special rates and taxes before making reservations.

MILEAGE CHART GRAINGER COUNTY SCHOOLS

(Effective August 2008)

	CO	RES	RMS	JS	WS	BS	GHS	RPS
CO	.0	.5	.5	5.5	15.5	10.5	5.5	1.0
RES	.5	.0	.0	5.0	15.0	11.0	6.0	1.5
RMS	.5	.0	.0	5.0	15.0	11.0	6.0	1.5
JS	5.5	5.0	5.0	.0	9.0	16.0	11.0	6.5
WS	15.5	15.0	15.0	9.0	.0	19.0	22.0	16.5
BS	10.5	11.0	11.0	16.0	19.0	.0	5.0	10.0
GHS	5.5	6.0	6.0	11.0	22.0	5.0	.0	4.5
RPS	1.0	1.5	1.5	6.5	16.5	10.0	4.5	.0

ROUTE TRIP (ALL SCHOOLS) 45

Central Office:	Andrew Johnson Tower (SDE), Nashville	... 220
	Carson Newman, Jefferson City17
	Dept. Of Education (TSD), Knoxville35
	ETSU, Johnson City85
	Gatlinburg47
	University of Tennessee, Knoxville34
	Walter State Community College, Morristown25