

PICKENS COUNTY SCHOOLS TRAVEL REIMBURSEMENT PROCEDURES



***IN COUNTY* Submit the following information:**

1. **Travel Reimbursement Form for In-County with following:**
 - Dates
 - Destination/Purpose
 - Miles Traveled
 - Mileage begins when you leave your first work station and it ends at the last work station
 - Mileage is reimbursed 0.67 per mile
 - Meals purchased in Pickens County are not reimbursable
 - Your Signature
 - Include GL Code for reimbursement
 - Signed Approval of Principal, Coordinator or Director (if required), and CSFO
2. **Google for trip showing mileage (see specifications above)**
 - Refer to the In-district mileage chart for locations within Pickens County School District

***OUT OF COUNTY TRAVEL* Submit the following information:**

1. **Complete the Pre-Authorization to Travel Request, include the following:**
 - Dates
 - Destination/Purpose
 - Miles traveled
 - Mileage is from the point which you leave driving to your destination.
 - Mileage will be reimbursed at 0.67 per mile.
 - Agenda of Training must be attached to Travel Request form for approval
 - Your Signature
 - Signed Approval of Principal/Director, Chief School Financial Officer, and Superintendent
2. **Google Maps will be used to verify mileage. Attach documentation to travel form for pre-approval.**
3. **Reimbursement for meals, registration, and parking**
 - Employees will be reimbursed \$50 per day including the tip when not staying overnight for day trainings and workshops.
 - Employees will be reimbursed \$100 per day including the tip when staying overnight. First Day of Travel will be reimbursed \$50 and last day travel will be determined by each conference's agenda compared to the time returned home.
 - Itemized meal receipts are not required.
 - Employees will be reimbursed for parking with the itemized receipt.
 - Employees are allowed to be reimbursed for registration with the itemized receipt.
4. **Upon your return, hotel receipts should also be attached in order to be reimburse.**

*****ALL TRAVEL REPORTS FOR IN-COUNTY REIMBURSEMENT ARE TO BE SUBMITTED & COMPLETE (ACCOUNTING DEPT) BY THE 1ST EACH MONTH. ANY FORM COMPLETED FOLLOWING THE 1ST WILL BE PROCESSED THE FOLLOWING MONTH.**

*****ALL TRAVEL REPORTS FOR OUT-OF-COUNTY REIMBURSEMENT ARE TO BE SUBMITTED & COMPLETE (ACCOUNTS PAYABLE) FOLLOWING EACH TRIP FOR PROCESSING THE FOLLOWING MONDAY.**