

-CERTIFIED PERSONNEL-**Expense Reimbursement for Travel**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board/School shall reimburse school personnel, within budgeted guidelines, for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent/Immediate Supervisor and the School Council when appropriate. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. Travel expenses for guests of employees shall not be reimbursed.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips.

The Board/School will be responsible only for actual expenses.

REIMBURSEMENT

Travel vouchers reimbursed by School Activity Funds shall be submitted within one (1) week of the travel. No requests for travel reimbursement will be considered unless filed and approved on the proper form and accompanied by itemized supporting documentation.

Without proper documentation, individuals shall not receive reimbursement, and, if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

Receipts are required for all reimbursements.

Travel reimbursement requests and supporting documents must be approved by the Immediate Supervisor of the School/Department and/or Project Director of the funding source. All requests with required signatures and supporting documentation must be in the Finance/Accounts Payable Office by the deadline designated by the Finance Department in order to be paid at the next scheduled Board meeting.

Requests for travel reimbursements not paid by school activity funds should be filed within thirty (30) days with the exception that June travel for the preceding fiscal year must be filed for reimbursement by July 10 of the new fiscal year.

Allowable expenses are:

MILEAGE

In-district travel between the employee's official work station and the destination will be reimbursed at the state rate. Mileage commuting between the employee's home and official work station shall not be paid. The District Mileage Chart will be used to calculate mileage between the Central Office and schools and/or school to school.

Travel outside the District requires prior approval by the Superintendent/Immediate Supervisor and the Council in SBDM schools. Mileage will be calculated between the employee's official work station or home, whichever is the lesser, and reimbursed at the state rate.

Mileage for in-state travel shall be based on an official Kentucky mileage map. An explanation should accompany any variance in excess of ten (10) miles per round-trip. Mileage for out-of-state travel shall be based on the most recent edition of map data.

Expense Reimbursement for Travel**GASOLINE**

Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Receipts are required.

PARKING FEES/TOLLS

All parking fees and tolls incurred in school-related travel and approved on the out-of-District travel request form. Receipts are required. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

CAR RENTAL

Car rental charges when approved by the Superintendent/Immediate Supervisor and the Council in SBDM schools. Receipts are required.

COMMON CARRIERS

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sightseeing and pleasure tours are not reimbursable. Receipts are required.

OUT-OF-STATE TRAVEL

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

FOOD

The number of meals allowed will be determined by the dates and times of the meeting as approved on the out-of-District travel request form. Documentation such as an agenda is required to support breakfast and dinner meals that do not fall within authorized travel times. Meals will not be reimbursed for day trips when an overnight stay is not approved.

Per-diem allowance for meals (receipts required) when an overnight stay is approved will be reimbursed to the employee based on the current state-approved rates for "standard" and "high rate" areas. Rates are as follows:

REIMBURSEMENT FOR NON HIGH-RATE AREAS		
Breakfast	Authorized travel prior to 6:30 A.M.	\$12.00
Lunch	Authorized travel 11 A.M. -2 P.M.	\$15.00
Dinner	Authorized travel after 7:30 P.M.	\$23.00

REIMBURSEMENT FOR HIGH-RATE AREAS*		
Breakfast	Authorized travel prior to 6:30 A.M.	\$14.00
Lunch	Authorized travel 11 A.M. -2 P.M.	\$18.00
Dinner	Authorized travel after 7:30 P.M.	\$28.00

* "High-rate area" means a city or metropolitan area in which it has been recognized that higher meal costs and lodging rates have historically prevailed and that has been designated by the Secretary of the Finance and Administration Cabinet as a high-rate area. The Cabinet's policies and procedures manual contains a list of "high-rate areas." A list of "high-rate areas" accompanies this policy.

Expense Reimbursement for Travel**FOOD (CONTINUED)**

Special meal functions are to be claimed as part of registration fees must be supported by an agenda or supporting documentation.

LODGING

Reimbursement for hotel or motel charges incurred in school-related travel shall be reimbursed for a conference that is of a two (2)-day or more duration. Overnight lodging will not be approved for meetings of 50 miles or fewer from the Board Central Office (unless evening activities are scheduled). Lodging shall not exceed the cost of a single-room rate unless approved by the Immediate Supervisor, the Superintendent, the Board, or the SBDM Council when appropriate. Personal proof of payment is required.

REGISTRATION FEES

Fees for attendance or admission to conferences or other events provided by sponsors of authorized meetings. Personal proof of payment is required.

EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or to road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

REFERENCES:

KRS 160.290; KRS 160.410; KRS 175.525

OAG 80-395

United States v. Correll, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds

Adopted/Amended: 10/24/24

Order #: 227

Travel Expense High Rate Areas

COMMONWEALTH OF KENTUCKY
FINANCE AND ADMINISTRATION CABINET
OFFICE OF THE CONTROLLER

Informational Copy Revised 09/15/2016

Effective September 15, 2016, the list of High Rate Areas recognized by the secretary of the Finance and Administration Cabinet for travel expense purposes shall be the corporate limits of each city listed or the entire state as outlined below:

Alabama: Birmingham, Mobile, Montgomery	Nebraska: Lincoln, Omaha
Alaska: Entire State	Nevada: Carson City, Lake Tahoe, Las Vegas, Reno
Arizona: Phoenix/Scottsdale, Tucson	New Hampshire: Entire State
Arkansas: Hot Springs, Little Rock	New Jersey: Entire State
California: Entire State	New Mexico: Albuquerque, Santa Fe
Canada: All Provinces	New York: Entire State
Colorado: Entire State	North Carolina: Entire State
Connecticut: Entire State	North Dakota: Bismarck
Delaware: Dover, Wilmington	Ohio: Akron, Cincinnati, Cleveland, Columbus, Dayton, Toledo
District of Columbia (DC): Entire District	Oklahoma: Oklahoma City, Tulsa
Florida: Entire State	Oregon: Salem, Portland
Georgia: Entire State	Pennsylvania: Entire State
Hawaii: All Islands	Puerto Rico
Idaho: Boise, Coeur d'Alene	Rhode Island: Entire State
Illinois: Chicago (Cook County and DuPage County), Springfield	South Carolina: Charleston, Columbia, Hilton Head Island, Myrtle Beach
Indiana: Indianapolis	South Dakota: Pierre, Rapid City
Iowa: Des Moines	Tennessee: Chattanooga, Gatlinburg/Pigeon Forge, Knoxville, Memphis, Nashville
Kansas: Kansas City, Topeka	Texas: Entire State
Louisiana: Baton Rouge, New Orleans	Utah: Salt Lake City
Maine: Entire State	Vermont: Montpelier, Burlington
Maryland: Entire State	Virginia: Entire State
Massachusetts: Entire State	Virgin Islands: All Islands
Michigan: Entire State	Washington: Entire State
Minnesota: Minneapolis, St. Paul	West Virginia: Charleston, Morgantown
Mississippi: Jackson, Biloxi	Wisconsin: Madison, Milwaukee
Missouri: Jefferson City, Kansas City, St. Louis	Wyoming: Cheyenne, Jackson Hole
Montana: Helena	**All Other United States Possessions

(KRS 45.101 and 200 KAR 2:006)