

TALIAFERRO COUNTY SCHOOLS  
TRAVEL REIMBURSEMENT GUIDELINES

1. Travel must be by the most direct route possible.
2. Only approved travel will be reimbursed to employees representing Taliaferro County Schools.
3. For overnight lodging, all employees must obtain the Georgia Hotel and Motel Tax Exemption Form and the State of Georgia Tax Exemption Form. **Taliaferro County Schools cannot reimburse taxes paid by employees.** (Forms are available in the Business Office and have been emailed to all employees.)
4. The Director and/or the Supervisor must sign before submitting to the Superintendent for final approval and payment. Travel forms should be submitted, ideally within 10 days, but no later than 45 calendar days after completion of the trip or event. Expenses submitted in excess of 60 calendar days will be reimbursed through payroll as required by IRS.
5. Normal commuting miles, from residence to primary work station, must be deducted when calculating total mileage reimbursement. Exception: Travel occurring on weekend or holiday outside of the normal work schedule.
6. One day trips:
  - a. Noon meals will not be reimbursed unless this meal is part of a required registration fee.
  - b. Employees who are more than 50 miles away from home or headquarters on a work assignment and are away for more than 12 hours may be reimbursed for meals according to the per diem rate, even when there is no overnight lodging. In this situation, employees are entitled to reimbursement for the noon meal. In addition to the noon meal, employees who depart prior to 5:30 am are entitled to reimbursement for breakfast expenses, and employees who return later than 7:30 pm are entitled to reimbursement for dinner expenses.
7. Overnight Travel:
  - a. Employees traveling on school business are allowed lodging expenses when their destination is located more than 50 miles from both their Primary Work Site and Residence.
  - b. Travelers should select the least expensive option available taking into consideration proximity to the business destination and personal safety. The traveler must inquire about the government rate availability, or the conference lodging rate, and select the lowest available rate.
  - c. Employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of three (3) meals per day for all days on travel.
8. The meal reimbursement is \$50.00 per day for three meals. The single meal reimbursement is stated below:
  - a. Breakfast -\$13.00
  - b. Lunch - \$14.00
  - c. Dinner - \$23.00
9. Copies of receipts are required for reimbursement. Credit card signature copies without detail information are not acceptable.
10. Employee will be reimbursed the current state approved mileage rate.