

# Autauga County Board of Education Travel Procedures

## TRAVEL PROCEDURES

Educational benefits accrue to the Board by having board members, administrative and other employees attend State, regional, and national professional meetings. Accordingly, the Board authorizes the Superintendent or his/her designee to approve attendance based on program needs and the availability of funds. Upon approval by the Superintendent or his/her designee the Board shall reimburse these employees for their actual, reasonable, and necessary incurred expenses for such items as transportation, lodging, and registration while attending such meetings provided their reimbursement claims are supported by itemized expenses as evidenced through paid receipts. The Superintendent must approve the rental of vehicles in advance. **Requests should be submitted at least 7 working days prior to the conference.**

The Workshop Approval/Leave Request Form must include all costs of mileage, commercial transportation, meal per diem, lodging, registration fees and any other allowable expenditure. Unauthorized travel/expenses not documented on this form will be at the expense of the employee.

**Please follow the following steps when requesting authority to travel:**

- 1. Complete the Request to Workshop Approval form (Go to our website, click Departments- Business & Finance – Forms & Procedures).**
- 2. Each request should have an agenda, memo, email, registration or some format that indicates as to what is the travel purpose. (*MapQuest support not required.*) Also, the correct general ledger account # should be included on the form.**
- 3. Sign request and submit to your supervisor for approval. (Follow the appropriate submission line of approval).**
- 4. Submit request to the Central Office for CSFO and Superintendent for signature.**
- 5. Upon receiving all of the appropriate signatures, the Workshop Approval form will be returned to the originator. Keep your originals for your records.**

**NOTE: YOU MUST KEEP THE ORIGINALS UNTIL YOU HAVE BEEN PAID FOR THAT PARTICULAR REQUEST.**

### **\*Registration Fees\***

**After your travel request has been approved you will need to complete your registration by either submitting a requisition for your registration or utilize the Workshop Approval form as your requisition (account code listed).**

**Remember...central office does not maintain your Workshop Travel form. It is up to the employee to submit the registration information separately after approval.**

**Upon return from approved travel event...**

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1. **Complete the Reimbursement Form (Go to our website, click Departments-Business & Finance – Forms & Procedures).**
2. **Attach the previously approved Workshop Travel form with the Reimbursement and any required supporting documentation.**
3. **Sign request and submit to your supervisor for approval. (Superintendent will only sign in absence of the appropriate supervisor and for his direct reporting staff.)**
4. **Submit all forms, both Request and Reimbursement, together to the Central Office Accounting Specialist or the appropriate bookkeeper.**
5. **Accounts Payable will process for payment.**

Reimbursement will be made for meals and other incidentals at a stated per diem rate of \$50.00 (in state) or \$65.00 (out of state). ***(Itemized meal receipts not required)*** If due to your departure or arrival times, you are unable to claim one or more meals, the following rates will apply:

<u>In State</u>		<u>Out of State</u>	
Breakfast	\$10.00	Breakfast	\$13.00
Lunch	15.00	Lunch	20.00
Dinner	<u>25.00</u>	Dinner	<u>32.00</u>
Total	\$50.00	Total	\$65.00

No meal reimbursement will be allowed for in-county professional development.

If professional development does not require overnight stay, breakfast will only be allowed for travel that begins at 6:30 a.m. or before, and a dinner meal will be allowed if the traveler returns to base after 5:30 p.m. (only normal travel time considered).

***No receipts are required for meals. Gratuity will not be reimbursed as a separate item; it is included as part of the per diem rate.***

Employees may be reimbursed the actual cost of lodging with return of an original itemized invoice/receipt. Employees sharing rooms should be cautious of the name in which the room is billed unless a split invoice/receipt is issued. Only the employee listed on the invoice/receipt will receive reimbursement for the trip. The employee requesting lodging reimbursement should be the employee who received prior approval on his or her Workshop Request Form. The receipt must show a zero-balance due reflecting the cost of the room has been paid in full.

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Costs of commercial transportation are limited to air fare (coach only) and baggage handling fees (\$40.00 maximum each way) providing the return of the original itemized receipt.

Additionally, the Superintendent is authorized to prepay such reasonable sums as may be required for registration, lodging accommodations, and travel expenses (airline, train, bus, etc.) for Board members and employees to participate in approved meetings and conferences provided the proper documentation is submitted.

Other allowable miscellaneous expenses will be reimbursed provided the return of the dated receipt reflecting such costs. Such expenses include parking and toll fees (no receipt required) as well as Uber, Lyft, and taxi costs, related to the transportation between the airport and hotel. The Board of Education will not reimburse the employee for unallowable expenditures such as alcoholic beverages, snacks, meal delivery fees, convenience fees, personal supplies, hotel internet or entertainment.

**The employee understands that failure to attend prepaid conference items may result in the employee being required to reimburse the board for such expenses. Exceptions for failure to attend may be made due to illness, death, or superintendent approval.**

**Requests for Travel Approval and Travel Reimbursement Forms must contain all required signatures (Principals, Department Heads).** Principals and Department Heads should seek approval from the Superintendent. Advances to employees will not be granted. Travel authorization must be within the framework established by applicable State and Federal laws and regulations.

Each employee is responsible for paying his/her own expenses and claiming his/her own reimbursement. Employees should never pay for another employee's expenses and expect to be reimbursed for these expenses. Reimbursement is granted for PERSONAL expenditures only.