

# Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term:  <h2 style="margin: 0;">Travel</h2>	Descriptor Code: <b>2.8041</b>	Issued Date: <b>05/26/22</b>
		Rescinds: <b>2.8041</b>	Issued: <b>12/17/15</b>

1 Cumberland County Board of Education adopts the following policy in regard to officials and  
 2 employee travel:

3 **Authorization.** Travel may not be undertaken unless authorized in advance by an employee supervisor.

4 **Mileage Rate:** Mileage for properly authorized travel on official school business shall be reimbursed at  
 5 the mileage rate of \$0.59 per mile.

6 **Meals:** Meals for properly authorized travel on official school business may be reimbursed at a  
 7 maximum of \$54.00 per day. Employees who do not regularly travel out of county and are away from  
 8 their official station during normal mealtime shall be reimbursed at a rate of \$13.00 for breakfast, \$15.00  
 9 for lunch and \$26.00 for dinner. Normal mealtime for breakfast shall be defined as between 5:00 a.m.  
 10 and 9:00 a.m.; lunch shall be defined as between 10:00 a.m. and 2:00 p.m.; and dinner shall be defined  
 11 as between 5:00 p.m. and 9:00 p.m. Receipts are required to be submitted.

12 **Parking Expenses.** Charges for parking expenses incurred for properly authorized travel on official  
 13 business shall be reimbursed. Receipts are required.

14 **Lodging.** Lodging for properly authorized travel on official school business shall be reimbursed at the  
 15 actual cost incurred. Lodging may be at or near the site where the conference/training program is being  
 16 held. Lodging receipts are required and must itemize room charges and taxes by date.

17 **Telephone Calls.** Phone, facsimile and long distance calls for school business will be reimbursed.  
 18 Employee must provide a statement furnishing the date, name and location called for long distance calls  
 19 and facsimile charges.

20 **Claims for Reimbursement.** Employees should submit claims for reimbursement for travel expenses no  
 21 later than thirty (30) days after completion of travel using forms provided by the School Finance  
 22 Department.  
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