

Memo

To: Employees Approved to Travel for Business Purposes
From: Faye Perry
CC: Dr. Joe Ferrell, Ina Lane, Keisha Dobie, Amber Davis, Monique Hicks, Yolanda Anderson, LeVar Mizelle, Tim Lazar, Billie Berry
Date: August 1, 2018
Re: Reimbursement Rates

The following rates are in effect for reimbursement for employees approved to travel on business or for staff development purposes (Unless otherwise stated).

Mileage Rates

The IRS business standard mileage rate of \$0.545 (54.5 cents) per mile will be paid if a county vehicle is not available and all other opportunities to obtain a gas credit card are exhausted. The IRS business standard mileage rate for employees who choose to use personal vehicles when the state-owned vehicle is not available is up to \$.34 per mile. Odometer readings shall be included on reimbursement form.

Meals

The breakfast, lunch, and dinner reimbursement rates are \$8.40, \$11.00, and \$18.90 respectively for in-state travel. Receipts are not required.

Agendas must be attached for all functions so that we will know if meals were included in the registration fee and also so that we can verify if meals were provided during the meeting/conference. Without this documentation we will not be reimbursing anyone for meals. Without proper documentation we may be paying twice for the same meal and therefore may be spending more money than is necessary so this will prevent payment for duplicated meals while attending workshops if they are being provided within the registration.

Employees may receive allowances for meals for partial days of travel when the partial day is the day of departure or day of return. To be eligible, the employee must:

Breakfast	Depart duty station prior to 6:00 AM
Lunch	Depart duty station prior to 10:00 AM (day of departure) Return to duty station after 2:00 PM (day of return)
Dinner	Return to duty station after 8:00 PM

When claiming meals for partial days of travel, time of departure and return shall be noted on reimbursement form.

Since October 1, 1999, reimbursement may be requested for breakfast even if the lodging establishment offers a free continental breakfast. Otherwise, the costs of meals included in other related activities (registration fees, conference costs, hotel registration, etc.) may not be duplicated in reimbursement requests.

Allowances are **not** paid to employees for lunches if travel does not involve an overnight stay.

Lodging

The reimbursement rate for lodging is \$71.20 for in-state and \$84.10 for out-of-state. The payment of sales tax, lodging tax, local tax, or service fees applied to the cost of lodging is allowed in addition to the lodging rate.

Excess lodging authorization must be obtained in advance from the local superintendent or designee. Excess lodging is allowed when the employee is in a high cost area and unable to secure lodging within the current allowance.

To be considered for reimbursement, **itemized** hotel receipts must be attached to the reimbursement form. **Receipts must show a zero balance.** You must stop by the hotel desk and request a bill showing it has been paid. The express checkout bill will not be sufficient. Be sure you do this to avoid delays in receiving your reimbursement.

Fee Reimbursements

All parking fees, storage fees, and tolls are reimbursable **only** with a receipt.

Tip Reimbursement

Tips for luggage handling not to exceed \$2.00 per piece of luggage will be reimbursed without a receipt. Tips in excess of that amount will only be considered with a receipt.

Registration Fees

The registration fee is typically charged for defraying the cost of speakers, building use, handout materials, breaks, and sometimes meals. **Pre-registration costs of \$30.00 or more will be considered for advance payment.** If State or Federal funds are paying for the registration or hotel costs and we do not receive at least 2 weeks in advance we will not be able to pay and you will be required to pay and be reimbursed with proper documentation.

If the registration is paid by the employee a receipt for the fee and a copy of the registration form showing what was included in the fee must be attached to the reimbursement form.

If the registration is to be paid by the school system, a copy of the registration information must accompany the request for advance payment of the registration along with a prior approval form and all paperwork must be signed and approved.

An employee electing not to attend a workshop for which a registration has been prepaid by the school system **will be held responsible for repaying the finance office in the amount of the registration** within one week after they receive their monthly check.

If you have a question about reimbursement of items not covered above, please feel free to call me or Sheila Sawyer at 335-0831 ext 223.