

I. All Travel

- A. Reimbursement for reasonable purchases of an emergency or unforeseen nature which is made for ACPS shall be made subject to the approval of the purchaser's immediate supervisor.
- B. All reimbursements, including but not limited to travel, which are outstanding as of the end of a fiscal year (June 30th), must be submitted no later than July 15th of the next fiscal year to be eligible for reimbursement.
- C. Receipts are required for all expenditures such as tolls, parking, meals and all other expenditures for which receipts are readily obtainable.
- D. All travel for ACPS business should be accomplished by the most reasonably economical means. The intent in all cases is to minimize expenses to the Board of Education without unduly penalizing employees.
- E. The Board does not specifically provide insurance coverage for an employee's use of a privately owned vehicle.
- F. Employees are urged to contact their personal insurer to determine how their insurance coverage is affected by the use of a privately-owned vehicle while performing their Board responsibilities.

II. Travel Reimbursements**In County Travel**

- A. Mileage reimbursement will be made in accordance with the unit member's appropriate collective bargaining agreement and established practice.
- B. Certificated employees assigned to more than one school or location in any duty day will be reimbursed for all authorized mileage driven on such day minus 2 times the distance between the employee's home and the primary school or location of assignment.
- C. All local mileage and related expenses are to be reported on the last work day of each month on the appropriate form. If mileage is not reported by the 5th day of the following month, reimbursement will only be considered if extenuating circumstances exist.

Out-of-County Travel**A. General**

- 1. Reasonable and proper costs of transportation, lodging, meals, business communications, registration fees, and/or incidental expenses incurred by ACPS personnel while on official business attending meetings, seminars, conferences, or conventions are reimbursable with advance approval.
- 2. If prior approval is obtained, an employee may be granted leave to attend a job related professional development conference of his/her choosing at personal expense.
- 3. If the employee has obtained a travel advance which exceeds the amount of reimbursable expenses, a check for the difference must be submitted to the Finance Office within five days upon returning from the out-of-county trip.

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4. All out-of-county travel and related expenses are to be reported on the appropriate form. All travel vouchers outstanding as of the end of a fiscal year (June 30th), must be submitted no later than July 15th of the next fiscal year to be eligible for reimbursement.
5. These guidelines should be applied to outside consultants under contract with ACPS whenever possible.

B. Transportation

1. The Chief Financial Officer or the Superintendent's designee will authorize the mode of transportation and the travel schedule that will keep the total cost at a minimum considering the relative costs of both transportation and loss of working time by the employee.
 - a. If multiple staff members are going to the same event, there is an expectation that staff coordinate riding together.
 - b. Staff members may elect to use their personal vehicle for business travel and shall be reimbursed at the regular travel reimbursement rate provided the round trip mileage is less than 150 miles.
 - c. If the round trip mileage exceeds 150 miles, staff should use a rental vehicle to reduce costs. Rental vehicles shall be procured using the procedures and forms established by the finance department.
 - d. If a staff member elects to use his/her own vehicle for a trip that exceeds 150 miles, such reimbursement will be made at 50% of the regular travel reimbursement rate.
 - e. If special circumstances warrant, requests for any exceptions to the above may be proposed by the employee in advance and considered for approval by the employee's appropriate supervisor.
2. When transportation by air is required, an employee must use the most economical rate to accomplish the purpose of the trip. Whenever possible, plans should be made far enough in advance in order to minimize costs and to take advantage of any available discounts and cost savings. First class air accommodations will not be authorized.
3. Employees may be reimbursed for ground transportation from their point of origin, usually residence or work location, whichever is closer, to either air or train terminal and between terminal and hotel at destination and return. Tolls and parking are reimbursed with receipts.
4. When use of a privately owned vehicle is authorized for official travel, mileage is reimbursed at the rate established by the Board of Education.
5. The Finance Office may authorize the use of a privately owned vehicle in lieu of a common carrier for the employee's benefit, provided that the total cost including mileage does not exceed the round-trip air tourist or air coach fare. In such cases, reimbursement for lodging and subsistence during the travel time is limited to the amount that would have been reimbursed had travel been by air. Any excess travel time during working hours must be charged to annual or personal leave.

C. Lodging

1. Employees will be reimbursed for the actual cost of lodging, including applicable taxes. The original hotel or motel bill must be submitted to support the request for reimbursement.
2. When lodging is shared with another person who is not on official business for ACPS, the employee shall be reimbursed only for the cost that would have been incurred if the employee had stayed alone in the same hotel or motel.

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3. When an employee in travel status is lodged in a private residence (such as the home of a friend or relative), \$25 per day, up to a maximum of \$100 per trip, will be provided in lieu of lodging expenses. No receipts will be required. Such arrangements should be made only if the total cost, including related items such as ground transportation, results in a saving to ACPS.

D. Meals

1. The reimbursement for meals will be the lesser of the per diem allowance per meal or the actual cost. The per diem allowance shall be established annually by the Chief Financial Officer. Alcoholic beverages are not reimbursable.
2. When circumstances render the per diem rate unrealistic, the Chief Financial Officer may approve a higher rate for a specific trip. A memorandum approving the higher rate, signed by the Chief Financial Officer, must be attached to the out-of-county travel voucher.
3. Meal reimbursements are eligible for times commensurate with travel.
4. Employees may not submit meal costs for reimbursement when a conference, seminar, or convention provides a meal as part of the costs of attendance.

Board Reviewed 3/21/17	Superintendent Approved 3/21/17
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