ALEXANDER CITY BOARD OF EDUCATION

TRAVEL PROCEDURES

ALEXANDER CITY SCHOOLS TRAVEL PROCEDURES

Purpose: To outline the procedures for the documentation and reimbursement of travel by employees of the Alexander City Board of Education and consultants employed by the School District.

Policy Reference: FILE: 7.24 Business Services – Travel Expense Reimbursement

Procedures:

1. General Provisions: Out of town travel will be considered travel outside of Tallapoosa County. Travel requests shall normally be limited to that for which funds have been appropriated in the annual budget.

2. Prepayments: Registration and airline tickets may be paid in advance in order to optimize savings. A copy of the approved Professional Leave Request form must be submitted with the purchase order or check request when requesting prepayment.

3. Authorized Expenses: The Board of Education will reimburse the employee for registration fees, meals, lodging, coach airline tickets, mileage for personal vehicle, parking and toll fees, baggage handling fees (maximum $20.00 without receipts), taxi fares between the airport and the hotel and/or the hotel and the training site, and for Board business telephone calls while away from Alexander City.

   A trip of 100 miles or less one-way does not require an overnight stay. Therefore, the Board of Education will not reimburse the employee for lodging unless they are on travel status before 6:30 a.m. and after 6:00 p.m.

4. Unauthorized Expenses: The Board of Education will not reimburse the employee for limousine service, alcoholic beverages, snacks, personal supplies or entertainment.

5. Employee Authorization for Travel: Employees for whom travel is required or who are requesting to travel are eligible for travel reimbursement and should receive authorization in advance of their travel via the **AESOP System**. All employees requesting travel must submit a Leave Request form **and complete a Vehicle Request form**. ***(Also applies to weekends, summer months and holidays.)***

   All leave requests, whether out of town or out of state, require the approval of the School Principal and/or District Coordinator. If the leave request is for out of state travel, the employee needs the approval of the School Principal and/or District Coordinator, the Superintendent and the Board. School Principals and District Coordinators must get the Superintendent's approval for all travel. All leave requests must be approved by the CSFO to verify available funds.

The AESOP Leave Request must include the following information in the ***Notes to Administrators.***

I. Event Name – e.g. Alabama Educational Tech. Conf.
II. Event City/Site – e.g. Mobile, AL
III. Timeframe of Event – e.g. 8:00 a.m. to 3:00 p.m.
IV. Costs – must list these to be reimbursed
    a. Sub Cost – e.g. $68.48
    b. Registration Fee – e.g. $125
    c. Meals – e.g. $55.00 (total allowed for trip)
    d. Lodging – e.g. One night @ $134
    e. Round trip Mileage – e.g. 444 miles (Include this regardless if system car is available or not.)
    f. Other
    g. If there are no costs associated with the above items, put "NONE" beside the category.

Other supporting documentation such as an agenda, brochure or some other form of documentation to substantiate the need for travel shall be emailed to the appropriate personnel. If the school is to pay for the costs, send documentation to the school bookkeeper. If the costs are to be paid at the central office level, email the documents to the appropriate funding supervisor – e.g. Marie McCall. If the request is approved, the funding supervisor will forward the documentation to the business office. The AESOP Leave Request must be completed at least 30 days prior to the date of departure, if possible. ***Unauthorized travel will be at the expense of the employee.***

6. Employee Reimbursement Requests: Within five (5) working days following the employee's return to work from travel, the employee will submit the Travel Reimbursement form (Travel Form-1) and any required attachments with all of the necessary supporting documentation to their School Principal or District Coordinator for review and approval. **Any requests for travel reimbursement that is older than 5 working days will not be reimbursed.** Once approved, by signature, the School Principal or District Coordinator will route the Travel Request form to the Accounts Payable Accounting Specialist for payment. All request forms must be complete. Once the travel request has been reconciled by the Accounts Payable Accounting Specialist without any errors, the travel reimbursement request will be included in the first available check payment process. Checks are scheduled to be printed on the 15th and last working day of the month. The Accounts Payable Accounting Specialist must receive all of the necessary documentation by the 10th or 25th day of the month. Anything received after the 25th will be processed in the following month.

   All employees are required to complete the Travel Reimbursement form (Travel Form-1) when requesting travel reimbursement. The following documentation must be attached to the Travel Reimbursement form to receive reimbursement.

   - Copy of **approved** AESOP Leave Request form
   - Copy of event agenda including event times
   - All original receipts, itemized

Any expenses paid with a purchase order should not be included on the Travel Reimbursement form.

7. Registration Fee Prepayment Requests: Travel requests that include prepaid registration fees greater than $25 must be submitted to the Accounts Payable Accounting Specialist at least two weeks prior to the registration deadline. The request should be submitted by purchase order which must be accompanied by the approved AESOP Leave Request form. Registration fees of $25 or less will be paid by the employee and included on the Travel Request form for reimbursement.

8. Meal Allowances: Employees traveling may be reimbursed the actual costs of meals within the maximum limits established in these travel regulations. The following limits apply to employees traveling:

   - With No Overnight Stay

     The meal allowances will be $7.50 for breakfast, $10.00 for lunch and $17.50 for dinner.

     The eligibility of meals is as follows:

     a. An employee is eligible for the breakfast allowance if they are on travel status prior to 6:30 a.m.
     b. An employee is eligible for the lunch allowance if they are on travel status between 11:00 a.m. and 2:00 p.m.
     c. An employee is eligible for the dinner allowance if they are on travel status between 6:00 p.m. and 8:00 p.m.

     An employee will be reimbursed for actual expenses up to the prescribed limit for each meal. A gratuity of up to 15% may be included; however, it must be added to the costs of the meal. Unused meal allowances may not be applied to other meals. *Expenses in excess of the prescribed limit will not be reimbursed.*

   - With Approved Overnight Stay:

     The meal allowances will be $35 per day. The above guidelines will apply to the first and last days.

     An employee will be reimbursed for actual expenses up to the prescribed limit for each day. A gratuity of up to 15% may be included; however, it must be added to the costs of the meal. Unused daily meal allowances may not be applied to other days. *Expenses in excess of the prescribed limit will not be reimbursed.*

   No meal allowance may be claimed if a meal(s) is included in conference registration.

9. Mileage Reimbursement Rate: A system vehicle, when available, must be used for all reimbursable mileage travel. If a system vehicle is unavailable, a private vehicle may be used. (See #5) Employees may be reimbursed for business miles traveled in a personal

vehicle at the Standard Mileage Rate prescribed by the Internal Revenue Service. Reimbursement is for point-to-point mileage only.

10. Required Documentation of Allowable Expenses: Reimbursement of authorized expenditures will be made only if substantiated. If a Board or school credit card is use, this must be reflected on the receipt.
    a. ***Registration Fee*** – documented by publication or by invoice/receipt or a copy of check showing payment.
    b. ***Meals*** – (including gratuities actually paid not exceeding 15%) – dated itemized receipt.
    c. ***Lodging*** – original itemized invoice.
    d. ***Coach Airline Tickets*** – by original itemized invoice.
    e. ***Mileage for Personal Vehicle*** – substantiated by beginning/ending odometer reading, adjusted for any personal convenience mileage or by point-to-point mileage as indicated on a current official road map, no incidental mileage will be paid.
    f. ***Parking and Toll Fees*** – substantiated by dated receipt.
    g. ***Baggage and Handling Fees*** – substantiated by dated receipt or by hand record showing the date and the amount paid.
    h. ***Taxi Fees*** – substantiated by dated receipt or by hand record showing the date, destination and the amount.
    i. ***Telephone Calls*** (only for Board Business) – documented by lodging invoice and/or substantiated by hand record showing the date, the location, the number called and the cost.
    j. ***Other expenses*** – documented by dated receipts.

    Please note: Cash register tapes, scraps of paper or other reimbursement claims that are not determinable as to the date, the place and the type of expenditure will be disallowed for reimbursement.

11. Employee Responsibilities: Employees are responsible for ensuring the most reasonable rates for all expenditures. If at all possible, employees traveling to the same location for the same purpose should carpool. If an employee chooses to room by him/herself or bring family members rather than sharing accommodations, room reimbursement will be at the shared rate.

12. Consultants: All consultants hired by the Board will be required to follow the guidelines set forth when requesting reimbursements.

13. In-System Itinerant Travel: An employee assigned to teach classes at two or more campuses (example – mornings at one campus, afternoons at the second campus which requires automobile use) may claim one-way mileage for travel between campuses. Employees may not claim mileage when they are assigned to work all day at different schools or work sites on alternate days (example – Mondays at one school, Tuesdays at a second school, or any like combinations). Certified employees, with the exception of School Administrators, traveling on a continuing basis from school to school or work site to work site to conduct the activities associated with their jobs shall be paid mileage.

Reimbursement for itinerant travel shall be paid monthly based on the In-System Itinerant Travel Report form (Travel Form-2) completed and signed by the employee, the employee's principal/work site supervisor and the District Funds' Coordinator (if funds other than local funds are used for reimbursement). The reimbursable mileage rate will be the Standard Mileage Rate prescribed by the Internal Revenue Service.

The In-System Itinerant Travel Report form (Travel Form-2) must follow the same guidelines as outlined in #6 above. **Any requests for mileage reimbursement that is older than 30 days will not be reimbursed.**

14. Only the most current Travel Report forms should be used. Any forms submitted that are not the most current will be returned to the employee for re-submission. The most current Travel Report forms can be found on the Financial web site under Forms and Processes. Always check the Financial web site for the most current forms prior to submitting your request to avoid delays in reimbursement.

15. Other Provisions: The Superintendent may authorize exceptions to the provisions set forth if he/she deems the exceptions necessary to meet the needs of the School Systems operations. School Principals or District Coordinators, accompanied by an explanation of the circumstances that justify the need for making the exception, will request the Superintendent's authorization of exceptions in writing. ***The guidelines set forth do not apply to Board Members or the Superintendent; however, they are required to complete a request for travel form with itemized receipts.***

ALEXANDER CITY BOARD OF EDUCATION
IN-SYSTEM ITINERANT TRAVEL REPORT FORM
Revised: 02/05/2014

Employee Name: _____ **Date:** _____

School/Location: _____

Reimbursement From: ☐ **School** ☐ **Board (Authorization Attached) (Include Board Travel Account Number)**

Board Travel Account Number _____

Date	Time	Place (s) Visited	Purpose(s) of trip(s)	Number of Miles	Rate	Reimbursable Amount Owed
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
					$ 0.560	$ -
				Total Reimbursable Mileage		$ -

I certify that to the best of my knowledge and belief the above travel claim is correct and due for travel reimbursement.

_____ _____
Applicant Signature **Date**

Approved for Payment:

_____ _____ _____ _____
Principal Signature **Date** **CSFO Signature** **Date**

_____ _____ _____ _____
District Coordinator Signature (if applicable) **Date** **Superintendent Signature** **Date**

ALEXANDER CITY SCHOOLS- TRAVEL EXPENSE SUMMARY

Travel Form - 1

____ Copy of approved Leave Request Form attached

Revision Date: 02/05/14

___ ACBOE VISA Charges V# 006425 ___ Reimbursement Due V# _____

If both apply, please label each expense with either a "V" or "R".
ALSO, please provide PO # or copy of PO that covers any listed expenses.

Name: _____ Location: _____ EVENT: Name/Date/Location: _____ Date Submitted: _____

ALLOWABLE EXPENSES

(a) Registration: $ - (attach invoice or receipt)

(b) Lodging: $ - (attach original itemized invoice)

(c) Coach Airline Tickets: $ - (attach original itemized invoice)

(d) Personal Vehicle Mileage: - begin odometer - end odometer

(e) Parking & Toll Fees: $ - (attach dated receipts)

Total miles = - @ $.56/mile= $ -

(f) Taxi Fees: $ - (attach dated or hand receipts)

(g) Baggage Handling Fees: $ - (attached dated or hand receipts)

(h) Other Expenses: $ - (attach dated receipts)

(i) Telephone Calls: $ - (board business only)

(j) Meal Expenses: ☐ Day Trip (Maximum Breakfast-$7.50; Lunch-$10.00; Dinner-$17.50) (Gratuity not to exceed 15%, part of maximum allowance)

☐ Over-Night Trip (Maximum $35/day) (Gratuity not to exceed 15%, part of maximum allowance)

Date	Breakfast		Lunch		Dinner		(k) Daily Meal Totals	Meal Overage
	Location	Amount	Location	Amount	Location	Amount		
							$ -	$
							$ -	$
							$ -	$
							$ -	$
							$ -	$
							$ -	$
					TOTAL MEAL EXPENSE		$ -	$ -

I certify that the above is correct and due for services and/or travel reimbursement

sum of a-k

TOTAL EXPENSES	$ -
Less: Total Unallowable/Overages	$ -
Total Amount Paid by Board	$ -

Applicant Signature

G/L Account # (list below)	Amount	Fund Name

Approved for Payment:

Principal's Signature _____ Date _____

CSFO's Signature _____ Date _____

Fund Supervisor's Signature (if applicable) _____ Date _____

Superintendent's Signature _____ Date _____

ALEXANDER CITY BOARD OF EDUCATION

REQUEST TO USE SYSTEM VEHICLE

_____ CAR _____ VAN

STEP 1

NAME:_____ TODAY'S DATE:_____

DATE VEHICLE NEEDED:_____ AM_____ PM_____ All Day_____

CHECK OUT TIME:_____ RETURN TIME:_____

TRIP DESTINATION:_____

PURPOSE:_____

PASSENGERS: _____

CHARGE MILEAGE TO ACCOUNT # _____

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APPROVED: _____ DATE:_____
SUPERINTENDENT/Designee

Submit to Superintendent's Office for Approval; you will receive copy when approved

STEP 2

Complete information for Step 2 and submit form and keys to Superintendent's office AFTER trip is complete.

ODOMETER READING: BEGINNING:_____ ENDING: _____

_____
Signature (Information submitted is correct)

OFFICE USE ONLY:

_____Date form received: _____Placed on calendar _____Copy to requestor

_____Copy to business office _____ miles @_____miles/gal =_____gals @$_____/gal = $_____

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