TRAVEL POLICY

SECTION 1. General

1.1 This rule governs in county, instate, out-of-state and international travel, hereinafter referred to as "travel," for employees of Monroe County Schools.

1.2 Authority - WV Code 12-3-11

1.3 Effective Date - Feb. 4, 2004

SECTION 2. Delegation of Authority and Responsibilities

2.1 Authority to manage, approve, or disapprove travel and travel related expense is delegated exclusively to the administrative head of the county school system.

2.2 Travel may be authorized only for official business and only if the agency has the financial resources to reimburse the traveler for travel expenses.

2.3 The Superintendent may also develop administrative policies and procedures consistent with this rule, to provide additional guidance to employees and others traveling on behalf of the county.

2.4 The responsibility to audit a traveler's expense account settlement lies with the immediate supervisor of the employee. Approval of a traveler's expense account settlement by the county means that the expense account settlement meets all criteria established by this rule for reimbursement.

SECTION 3. Travel regulations applicable to all employees and board members

3.1 Employees other than Principals, Assistant Principals

3.1.1 Approval to travel shall be secured in advance by the employee according to this rule and, if applicable, the administrative policies and procedures of the county. Under no circumstances should an employee travel without proper approval of the Superintendent.

3.1.2 Employees are responsible for submitting a travel expense account settlement form, with all required attachments to the immediate supervisor. The form should be submitted within 60 days of the travel and except for travel incurred in June, within same fiscal year.

3.1.3 Consultants, contractors, and non-employees are not required to use these rules

and regulations, at the spending units' option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement.

3.1.4. Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this rule; otherwise, this rule shall govern such reimbursement.

3.2 Board Members

3.2.1 This rule shall govern reimbursement of travel expenses to Board members when legislation requires such members to follow this rule.

3.3 Principals, Assistant Principals

3.3.1 Principals and assistant principals must follow the guidelines as set forth for employees as listed above.

3.3.2 School administrators who travel for SSAC meetings related to playoffs, may be reimbursed by the school for travel expenses since this is an expense associated with competition and requirements of the SSAC.

3.3.3 School administrators who accompany teams or attend events related to their students, such as choir, band, debates, field trips, etc., may be reimbursed for their mileage if it is a day trip, and for any lodging or meal expenses if the trip involves an overnight stay.

SECTION 4. Transportation

4.1.1 Commercial Airlines

4.1.1.1 Allowable reimbursement for commercial airline travel shall include the actual expense or cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare. Travelers may not specify a particular airline to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare. See Section 11.

4.1.1.2 Travelers are expected to secure the least expensive airfare possible. Reimbursement may be made to the traveler in advance for airfare purchased between 45 and 180 days before the trip begins.

4.1.1.3 In order to receive reimbursement, the traveler must submit the "passenger receipt portion" or certified copy from the commercial airline ticket. If

airfare is reimbursed before the trip, it must be referenced on the traveler's final expense account. Refundable or unused airline tickets shall be returned immediately to the ticket issuer for proper credit/refund.

4.1.1.4 Commercial airline tickets may be direct billed to the Board and paid before the travel. The traveler must attach a copy of the "passenger receipt portion" of the airline ticket, copy of the travel agency itinerary or other proof of travel, to the expense account settlement.

4.1.1.5 If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the superintendent to change her/his travel plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the traveler's negligence will be considered a personal expense of the traveler and shall not be reimbursed.

4.1.1.6 Deliberately capsizing increased costs or delays to obtain personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. Conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or similar actions, is also prohibited. Any credits, rebates or refunds resulting from these actions must be returned to the Monroe County Board of Education.

4.2 Ground Transportation

4.2.1 The traveler may use a county-owned vehicle, privately owned vehicle, or a commercial rental vehicle for ground transportation. The availability and use of a county owned vehicle will be determined by administrative policies and procedures.

4.2.2 The operator (traveler) of a vehicle must possess a valid operator's license. The operator is personally responsible for any fines and/or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines and or penalties shall not be a reimbursable expense.

4.2.3 In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in transit expenses (mileage, hotels, parking, meals, etc), not to exceed the lowest available commercial airfare plus local transportation, and parking (where required) to and from the airport.

4.2.4 Roadside assistance services, if needed for a state vehicle, may be reimbursed at actual cost if deemed appropriate and reasonable by the superintendent.

4.2.5 County Owned Vehicles

4.2.5.1 County owned vehicles may be requested according to board's administrative polices and procedures. County owned vehicles are for "official business use" only and must be operated by an employee of the Board of Education unless otherwise specified by the superintendent.

4.2.5.2 Receipts/documentation are not required for use of state-owned vehicles, except within the log in the vehicle. When the gas card is not used a receipt is required for fuel.

4.2.6 Privately Owned Vehicles

4.2.6.1 Privately owned and courtesy vehicles may be used when traveling on county business. Reimbursement will be made at the prevailing rate per mile established by the State Department of Education, excluding normal daily commuting mileage, for actual miles traveled using the shortest practicable route to the point of arrival at the traveler's destination. This rate is intended to cover all operating costs of the vehicle (including fuel, maintenance, depreciation, insurance, etc.), and no additional reimbursement will be made.

4.2.6.2 Receipts are not required for reimbursement of mileage for using privately owned vehicles.

4.2.7 Commercial Rental Vehicles

4.2.7.1 Commercial rental vehicles may be used when traveling on state business with the superintendent's permission. Reimbursement will be made at actual cost for the daily rental fee for a mid-size or smaller vehicle, plus mileage fees and fuel costs. For travel of more than a few days in duration, weekly rental rates may be reimbursed if they will result in a lower total cost than the daily rate. Reimbursement may be made for full size vehicles if more than three (3) people are traveling together on business, and for larger vehicles if a group of five (5) or more is traveling together.

4.2.7.2 Insurance: Collision damage insurance for automobile rentals of seven (7) days are not reimbursable and should not be taken. The State of WV insurance program automatically covers collision insurance for vehicle rentals more than seven (7) days. No other insurance or insurance-like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for

any approved rental vehicle used outside the United States.

4.2.7.3 Receipts and/or documentation is required for reimbursement of car rental and mileage charges or fees. Reimbursement may be made for actual fuel costs. Receipts should be attached if available. Travelers must return rental cars with a full tank of fuel, refueling costs charged by rental agencies are not reimbursable.

4.2.8 Rail Service

4.2.8.1 Travelers are expected to make advanced bookings and use the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare.

4.2.8.2 Receipts/documentation is required for reimbursement of rail service.

4.2.9 Miscellaneous Ground Transportation

4.2.9.1 When courtesy transportation is provided by a hotel, motel, or other service facility, the traveler is encouraged to use their service.

4.2.9.2 Travelers may be reimbursed for taxi, bus, and other forms of public transportation. Receipts are required.

SECTION 5. Lodging

5.1 Reimbursement

5.1.1 Allowable reimbursement for lodging shall include the actual expenses for overnight accommodations and all applicable taxes and surcharges.

5.1.2 Reimbursement for a single occupancy shall be at the least expensive single room rate available.

5.1.3 For multiple occupancy, reimbursement may be claimed fully by one traveler with no claim filed by the other traveler, or each traveler may be reimbursed at equal percentages of the total actual cost for accommodations.

5.1.4 If a change in the lodging charge is incurred, the change is reimbursable if the traveler is directed by the superintendent to change her/his travel plans, or in other extenuating circumstances, as approved by the immediate supervisor of the traveler Charges incurred due to the failure

of the traveler to notify the facility will be considered the personal expense of the traveler.

5.2 Receipts

5.2.1 Receipts are required for lodging reimbursement. The hotel/motel invoice or folio shall be the official document utilized for reimbursement to the traveler.

5.3 Direct Billing

5.3.1 Lodging may be direct billed. The traveler must attach a copy of the lodging invoice or other proof of lodging to the expense account settlement.

SECTION 6. Meals

6.1 Meal expense reimbursement is limited to actual expenses for food, service and gratuities, not to exceed the Authorized Daily Rates (ADR) as established by the General Services Administration (GSA). Specifically excluded are alcoholic beverages and entertainment expenses. Where a percentage of the maximum daily rate is used, the traveler may round the calculated amount up to the next whole dollar. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge."

6.2 County employees will be reimbursed the actual cost of meals when there is an overnight stay. Employees will be reimbursed actual costs not to exceed the established General Service Administration (GSA) meal rates.

6.3 Exceptions may be granted to these rates in situations where the Superintendent authorizes. If reimbursement is made in excess of the GSA rates, receipts are required and the Superintendent must approve the expense voucher.

6.4 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount. To determine the amount of deductions for meals, allowances for meal expenses shall be deducted accordingly:

Breakfast 20% of the maximum daily rate
Lunch 20% of the maximum daily rate
Dinner 60% of the maximum daily rate

6.5 Meal expenses for single day are <u>not reimbursable</u>. Single day travel is travel without an overnight stay. Travel without an overnight stay will not qualify a

traveler as being away from home for purposes of receiving non-taxable meal reimbursement. This does not apply to Guardian Travel.

6.6 The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgment in determining what is a "reasonable" expense to incur for the situation.

6.6.1 Guardian Travel: Travelers transporting or accompanying clients, patients, students or others entrusted to the Board for their care, education or placement, may be reimbursed the actual cost of meals, not to exceed the ADR. Receipts (or the student signature form) per the Auditor's current guidelines are required.

SECTION 7. Registration Fees

7.1 Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event-related materials, are reimbursable expenses to the traveler. Reimbursement for registration fees at meetings or conferences is allowable and must be supported by a receipt. Employees should verify acceptable payment methods with the conference before the conference. Registration fees should be charged to the employee's corporate travel card or personal card and then filed for reimbursement.

If this is not possible, the registration can be direct billed. An agency purchase order may be issued if necessary. The traveler must attach a copy of the registration invoice or other proof of attendance to the expense account settlement.

7.2 Receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement. Travelers are reminded to adjust meal reimbursement requests for meals included with the registration fee.

7.3 The traveler will not receive an allowance or reimbursement for lodging or food included in registration fees.

7.4 If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the Superintendent to change his/her travel plans, or if other extenuating circumstances arise and are approved by the Superintendent. Charges incurred due to the failure of the traveler or the traveler's representative to notify the event sponsor will be considered a personal expense to the traveler.

SECTION 8. Other Expenses

8.1 Travelers may incur miscellaneous business related expenses for which reimbursement may be made if appropriate. Receipts are required for any individual expenditure in excess of $25.00. Such expenses and reimbursement may include, but are not limited to:

a. Baggage handling and gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check-in), or when using a lodging facility that has porterage (i.e., "bell person") services rather than a facility where the traveler is expected to carry her/his own luggage;

b. Baggage storage between appointments, and between hotels and meeting places;

c. Tolls, garage and parking fees, including gratuities;

d. Communication expenses such as: 1) local calls which may include a surcharge; 2) long distance calls which may include toll charges and surcharges and must be made with the current corporate communications travel card or telephone card; 3) surcharges for long-distance calls when the toll charges are direct billed; and 4) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges.

e. For trips involving multiple days of travel or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may make one personal telephone call home per day. Reimbursement shall be made at actual cost, not to exceed $3.00 a day. This call must not be made on the county telecommunications or travel cards.

8.2 Non-reimbursable travel related expenses include the cost of passports; (not as a travel expense) but may be considered as a direct charge to the spending unit, interest on late payment of individually held travel cards, and personal flight or baggage insurance. Exceptions must be approved by the superintendent.

8.3 Persons traveling in foreign countries should report their expenditures in United States dollars. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown. Travelers are encouraged to use the corporate travel card to receive the best conversion rates and avoid high currency conversion fees.

SECTION 9. Form of Payment for Business Travel

9.1 Corporate Travel Card

9.1.1 Travelers should use the corporate charge card issued by the Board of Education for business related travel expenses. No personal purchases are permitted. The State and its agencies have reason to expect their employees to observe a standard of conduct which will not reflect discredit upon the integrity of their employees. Delinquency may result in suspension or cancellation of charging privileges. The employee is responsible for all purchases and cash advances charged to his/her card. Reimbursement from the state must be forwarded to the Corporate Travel Card Company. Employees may be asked to sign an acceptance of responsibility form, at the county's discretion.

9.2 Direct Billing

9.2.1 Direct billing may be authorized by the Superintendent according to the county guidelines. The traveler is responsible for attaching to the expense account settlement copies of receipts, invoices, etc. for any direct billed fee.

SECTION 10. Reimbursement Forms/Travel Request Forms

The form(s) used for reimbursement of travel expenses shall be those promulgated by the Monroe County Board of Education. No expense reimbursements will be made after March 1,2004 on any other form.

Any request to travel for professional leave purposes must be submitted to the Superintendent in a timely manner. (See attached form.)

SECTION 11. Other Provisions

According to the West Virginia Ethics Commission, frequent flier miles, hotel bonus points or other travel incentives resulting from official business travel may be used only for future official business travel.

SECTION 12. Exceptions

Any exceptions to this rule must be explained in writing and approved by the Superintendent.

Approved Monroe County Board: February 3, 2004 Reviewed and revised by Board Action: November 6,2007 Amended, Reviewed, Adopted by Board Action: January 19,2010 Reviewed 4/1/2014

Administrative Guidelines
Monroe County Policy DLC
Travel Policy

1. Meals
   A. All meals to be reimbursed must be accompanied by a receipt.
   B. In-state meal reimbursements may not exceed $45.00 fjer day.
   C. All out of state meal reimbursements may not exceed $65.00 per day.

2. Lodging
   A. Any unusually expensive lodging requests must be approved by the superintendent.
   B. Individuals attending National or State Conferences may be reimbursed at a higher rate if the conference lodging is designated by the conference.
   C. Lodging will not be reimbursed except when the schedule of the conference requires early or late attendance. Requests for professional leave shall stipulate any unusual circumstances surrounding lodging.

Reviewed April 1, 2014

MONROE COUNTY SCHOOLS

Professional Leave/Travel Request

Name - _____ Date - _____

Name of Conference, Workshop, etc. - _____

Dates of Conference - _____Location - _____

Date(s) you will be absent from work - _____

Substitute will be required - ☐ No ☐ Yes. If you checked YES, name the substitute below. **THIS FORM WILL NOT BE APPROVED WITHOUT THE SUBSTITUTE'S NAME LISTED.**

My substitute teacher will be: _____

Educators who travel via the sponsorship of **Title I, II, or V** must not only share what was gained from the workshop or conference, they must also turn in documentation on how this information was shared or disseminated. If your travel is paid wholly or in part by any of these federal funds, please note in what manner will you share your information on return **and** how you will **document** this sharing.

_____

_____

Be aware of the allowances for in-state and out-of-state meals. At the time this was printed, employees were allowed $45 a day in-state & $65 out-of-state. Receipts must accompany travel vouchers. Submit your travel voucher along with receipts as soon as possible, but not more than 60 days. Reimbursement requested after 60 days will not be paid.

Name of motel, etc., where you plan to stay - _____

Where will the money come from to cover the cost of this trip?

[ ] County	[ ] Title I	[ ] Title II	[ ] Title V
[ ] School-to-work	[ ] Sp. Ed.	[ ] Vocational	[ ] Food Service
[ ] School funds	[ ] Gear Up	[ ] Other: _____	

If more than one program or funding source is to cover expense, check all boxes that apply.

Principal/Supervisor's Approval - _____ Date_____

Program Supervisor's Approval - _____ Date _____

Superintendent's Approval - _____ Date_____

Teachers are encouraged to attend regional/state meetings relevant to the improvement of instruction in their subject, contingent upon availability of funds and **prior approval**. Substitutes & expenses will be provided **only if the Superintendent requests the attendance.** Unless prior permission is granted by the Superintendent, the principal may allow a maximum of two teachers to attend a particular meeting. Out of state travel must be approved by the Monroe County Board of Education.

MONROE COUNTY SCHOOLS
TRAVEL EXPENSE ACCOUNT SETTLEMENT

Name		Title:								
			City:		Social Security No:					
State:	ZIP:		Headquarters:		Normal Work Hours:					
Department:										
Reason:										
County Car	Yes		No		Personal Car:	Yes		No		

DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	MEALS	LODGING	OTHER	TOTAL
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
TOTALS			0	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Less Cash Advance Monroe County Check #)	
Amount due Employee	0.00

DEPARTMENT ACCOUNTING INFORMATION					
FUND	PROJ	FUNC	ACT	OBJ	AMOUNT

Traveler must attach copies of direct billed receipts or invoices, i.e., airline, registration, lodging, etc.

OTHER EXPENSES	
DATE	AMOUNT

EXPENSES DIRECT BILLED TO THE STATE		
DATE	ITEM AND VENDOR	AMOUNT

I certify that these costs incurred were in connection with my assigned duties, are true, accurate and actual, and do not reflect any costs or expenses reimbursed or to be reimbursed from any other source.

I certify that I have personally examined and approved the Travel Expense Account Settlement. The terms of expenses are reasonable and correspond to the assigned duties of the traveler. The terms of expense further meet all State of West Virginia Travel Regulations and are within the budget of this spending unit.

Traveler's Signature Date

Superintendent or Designee Date

rev 2/04