

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

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Subject: Travel and Transportation Reimbursement and Expenses	Date Revised: February 18, 1992 June 15, 1999 September 20, 2005 May 16, 2006 August 14, 2007 Date Approved: July 19, 1983 October 25, 2005 June 20, 2006 September 25, 2007 Effective Date: July 1, 1999 October 25, 2005 June 20, 2006 September 25, 2007

1. PURPOSE

To establish the conditions and guidelines under which reimbursement is made to employees for expenses incurred in the routine performance of their official duties.

2. POLICY

The Board of Education of Somerset County recognizes its responsibility to implement Section 4-203 *Public School Laws of Maryland*, and establishes the following guidelines for travel expenses and request for reimbursement for expenses incurred in the routine performance of duties. Travel and/or other job related expenses will be paid by the school system according to the policy guidelines. Mileage reimbursement is based on distances calculated from the Central Office, home or base school, whichever is less, to the point of professional activity and return. Distances to fixed points within the county should not exceed those figures on file in the Central Office. Mileage reimbursement is based on the IRS mileage rate which is updated in January of each year. Staff members must use county cars when available for travel. Reimbursement will not be granted if a county car was available and a personal vehicle was used.

Somerset County Public Schools reserves the right to request documentation (boarding passes, itinerary, handouts, agenda etc.) of attendance at any meeting or conference. Employees should retain this information in their records for at least three (3) months after attendance.

A. Travel within the County or Routine Travel on the Lower Shore - For job-related and/or approved travel performed in the routine performance of their duties, staff

members must use the county automobiles if available. If a county car is not available, staff members may request mileage reimbursement by submitting the proper documentation as described in the policy guidelines. Documentation should be submitted monthly. Requests for reimbursement greater than 90 days old will be paid at the discretion of the Superintendent or designee. Distances within the county should not exceed those listed in the policy guidelines.

- B. Travel and expenses Out of County/ In State – Staff members may request a county credit card and county car to cover job-related and/or approved travel expenses. If a county car or credit card is not available, staff members may request mileage or expense reimbursement by submitting the proper documentation as described in the policy guidelines. Documentation should be submitted upon return or with regular monthly requests. Reimbursement requests greater than 90 days old will be paid at the discretion of the Superintendent or designee.
- C. Travel Out-of-State - All out-of-state travel must be reported to the Superintendent or his/her designee and the Board of Education. Expenses for approved out-of-state travel are submitted according to paragraphs B and D of this policy. Reimbursement requests will not be granted without documented prior approval.
- D. Conference Travel and Expenses - The annual operating budget provides an allowance for the members of the Board of Education, the Superintendent, and other staff to attend various national, regional or state meetings and conferences. Expenses for travel, meals and lodging are included. Requests to attend conferences must be pre-approved by the Superintendent or his/her designee. Procedures for requesting approval are described in the policy guidelines. Staff members attending meetings and conferences should not depart prior to the end of the workday preceding the conference or convention, unless travel connections (commercial), or distance preclude them from arriving at the site in time for the opening sessions. Staff members requiring hotel/motel accommodations should use double occupancy whenever possible. Allowable expenses and procedures are described in the policy guidelines.

All staff should recognize the investment being made for conferences and related expenses. Once arrangements are made, they are considered final. Any staff member requesting cancellation of their attendance will be required to reimburse Somerset County Public Schools for all expenses incurred to date including, but not limited to, airfare, registration fees, hotel fees plus any additional costs incurred in changing travel and/or conference arrangements. Exceptions to this requirement of employee responsibility for all incurred costs, are limited to emergency situations of severe illness restricting travel or death in the immediate family. Situations will be considered on a case by case basis providing that the staff member immediately notifies his/her supervisor and the Assistant Superintendent of the emergency. The Assistant Superintendent will determine whether or not the exception is granted.