

Series 2000 – Finance and Facility Management

Section 2200 – Internal Operations

Section 2202 – Employee Travel Policy

The purpose of this policy is to enable the Harrison County Board of Education to establish uniform travel regulations as follows:

- 2202.1 Travel must be authorized for official school business. Authorization must be secured for each out-of-county trip prior to the date travel is scheduled to begin. All out of state travel requests must be submitted at least one month in advance of the trip. Out of state trips **must** have board approval prior to the scheduled date of travel.
- 2202.2 Employees are responsible for submitting a properly completed travel reimbursement form to the Finance Office for payment.
- 2202.3 Transportation:
 - 2202.3.1 Mileage reimbursement will be made at the same rate as established by the State of West Virginia. Reimbursable mileage includes actual miles traveled using the shortest practical route, excluding normal daily commuting mileage.
 - 2202.3.2 Employees and itinerant employees shall be eligible for mileage reimbursement after they have reported to their assigned work location and to any subsequent assigned work locations. Normal daily commutes to and from home are not eligible for reimbursement.
 - 2202.3.3 Commercial airline transportation shall include the actual expense or cost for the least expensive logical fare via the most direct route, or reasonable alternative route if it results in a lower fare. Baggage fees may be reimbursed. A receipt for the airfare and related costs must be presented with the travel reimbursement form.
 - 2202.3.4 If an increase in the cost of airfare is incurred, the charge is reimbursable if the employee was directed by their supervisor to change his/her plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the employee's negligence will be considered a personal expense of that employee and shall not be reimbursed.

2202.3.5 If the employee chooses to drive rather than fly for out of state travel, reimbursement will be the lesser of the lowest available commercial airfare plus parking and local transportation to and from the airport or the mileage incurred using the shortest practical route.

2202.3.6 Out of state reimbursement for rental cars will be made for the cost of the daily rental fee for a mid-size, standard, or smaller vehicle, plus mileage and fees and fuel costs. For travel of more than a few days 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 employees are traveling together on business (or larger vehicles for groups of five or larger). All costs associated with the rental car must be supported with receipts. Refueling costs and insurances offered by the rental agencies are not reimbursable.

2202.4 Lodging:

2202.4.1 Reimbursement for lodging shall include the actual expense for overnight accommodations and all applicable taxes and surcharges. A receipt must accompany the reimbursement form.

2202.5 Meals:

2202.5.1 Reimbursement for meals will be made for actual costs within West Virginia not to exceed a maximum of \$30 per day and outside West Virginia to a maximum of \$35 per day. Such reimbursement may only be made when overnight travel is required. Breakfast/dinner may be reimbursed when the employee has been on duty for more than two hours in excess of his/her normal breakfast/dinner mealtime. Receipts are not required for reimbursement, but partial reimbursements will be calculated at 20% breakfast and lunch and 60% dinner of the applicable rate.

2202.6 Registration Fees:

2202.6.1 Fees or charges for attendance at conferences, meeting, seminars, or workshops are reimbursable. Reimbursement for a registration fee is allowable if a receipt supports the cost for the amount paid. Professional and organizational fees shall not be reimbursed.

2202.7 Other Expenses:

2202.7.1 Toll fees, cab fares and parking fees are reimbursable with receipts.

2202.7.2 Reimbursement for expenses for partisan political purposes is prohibited.

Approved by Harrison County Board of Education

Effective Date: May 21, 2002,

Revised: August 21, 2012