

THOMASVILLE CITY SCHOOLS

TRAVEL GUIDELINES

EXPENSES COVERED BY THOMASVILLE CITY SCHOOLS:

Transportation

Plane fare: Coach class except when this requisite interferes with travel schedules

Train fare: Coach class for travel during daylight hours; Pullman fare for overnight travel is authorized

Private auto: Employees on official business may use their private cars for personal convenience rather than a Board of Education vehicle. Reimbursement is at the IRS rate per mile, plus associated expenses such as tolls, overnight parking, etc. The per mile reimbursement includes gas and oil. TCS will not reimburse for repairs to a private automobile in use on TCS business. **Mileage is measured from the closer of duty station or point of departure to destination and return.** **No Travel Advances are allowed.**

Rented auto: Limited to circumstances where it is necessary to meet travel schedules or where it is more reasonable to rent a car than to use a taxi or limousine.

Bus, taxi, limousine: As necessary in the conduct of TCS related activities. It is the individual's responsibility to use the mode of transportation that best suits the situation with respect to cost, convenience, and speed.

Lodging

Cost of a single room subject to current Subsistence Rates (Max: In-state: \$75.10 & Out-of-state: \$88.70)

Staff members are encouraged to share rooms where feasible.

Excess Subsistence Form must be approved **PRIOR** to travel for reimbursement higher than maximum allowance **if prior approval is not obtained, then TCS will only reimburse to the State-approved rates.**

Meals

Actual costs of all meals for overnight stay, up to a maximum of \$39.40 (including gratuities) per day (Breakfast \$8.60, Lunch \$11.30, Dinner \$19.50 for in-state travel and \$42.10 (including gratuities) per day (Breakfast \$8.60, Lunch \$11.30, Dinner \$22.20) for out-of-state travel. A business meal (if included) must be counted as one of the three (3) meals for that day. **Reimbursements for lunches are not paid if travel does not include an overnight stay.**

No reimbursement for meals included in conference/workshop registrations.

Breakfast & Dinner may be included if travel begins before 6:00 AM and/or extends beyond 7:00 PM.

Gratuities

For baggage handling and other charges. Gratuities for meals, taxis and the like should be added to these charges.

Other

Other reasonable charges (e.g., parking or travel insurance) that is necessary to conduct TCS business.

Personal telephone calls, laundry, entertainment, alcoholic beverages, set-ups, between meal snacks and refreshments and other personal expenses are not reimbursable.

INSTRUCTIONS FOR TRAVELERS:

Before departure:

- 1) Fill out any professional development forms required and obtain appropriate approvals *. (This is for traveler's own protection in order to prove eligibility for Workmen's Compensation or other benefits in the event an accident occurs while the employee is on official duty).
- 2) Fill out and get approvals on Excess Subsistence Form if lodging exceeds the State-approved rates.

While traveling:

- 1) Keep a record of expenditures.
- 2) Obtain receipts for all reimbursable expenses. Only exceptions are meals other than those charged to hotel bill, taxi fares, limousine fares, and gratuities. Receipts for meals are recommended for the traveler's own protection in case of audit. **Credit Card authorizations will NOT be considered a valid receipt.**

Upon return:

- 1) Fill out expense report and be sure to enter in proper times and dates.
- 2) Extend the totals both horizontally and vertically.
- 3) Fill in the name of the working group or nature of activity under "Purpose of Travel".
- 4) Verify the totals in the "Expense Recap" section.
- 5) Sign and date report in spaces provided at the bottom of the report.
- 6) Obtain approval of appropriate supervisor* in space provided at the bottom of the report.
- 7) Attach all receipts (except for per diem meals) and submit report to the Finance Department within 30 days of return.
- 8) Attach a conference or workshop schedule as documentation of attendance.

* **Teachers' request and reports to be approved by Principals;**
Department employees' request and reports approved by Department Director;
Principals' and Department Directors' request and reports approved by Superintendent