

Guidelines for Reimbursements for Travel and Related Expenses

MILEAGE AND TRAVEL RELATED EXPENSE REIMBURSEMENT

For In County or Routine Travel on the Lower Shore (within 30 miles) the following procedures must be followed:

- Complete a SCPS Mileage Log and Expense Sheet.
- Submit the Mileage Log and Expense Sheet to supervisor for approval and coding.
- Supervisor submits Mileage Log and Expense Sheet to Finance Office for payment.

For Out of County / Within State Travel the following procedures must be followed:

- Complete a SCPS Mileage Log (if requesting mileage).
- Complete a SCPS Expense Sheet (purpose of travel must be included).
- Attach **itemized** receipts for all expenses (tolls, meals, etc) to the Expense Sheet.
(Note: Maximum meal reimbursement is \$50 per day (not including gratuities) suggested meal guidelines are: breakfast \$8; lunch \$12; dinner \$30)
- Submit the Mileage Log and Expense Sheet to Supervisor for Approval.
- Supervisor will submit Mileage Log and Expense Sheet to Finance Office.

Please note that SCPS will not reimburse for the following expenses:

- Alcoholic beverages
- Room service charges
- Personal telephone calls

For Out of State Travel the following procedures must be followed:

All Out-of-State Travel must be presented to the Superintendent and the Board of Education at the regular monthly meeting. Reimbursement requests will not be granted without presentation to the Board at their monthly meeting.

- Complete a SCPS Mileage Log (if requesting mileage).
- Complete a SCPS Expense Sheet (purpose of travel must be included).
- Attach **itemized** receipts for all expenses (tolls, meals, etc) to the Expense Sheet.
(Note: Maximum meal reimbursement is \$50 per day (not including gratuities) suggested meal guidelines are: breakfast \$8; lunch \$12; dinner \$30)
- Submit the Mileage Log and Expense Sheet to Supervisor for Approval.
- Supervisor will submit Mileage Log and Expense Sheet to Finance Office.

Please note that SCPS will not reimburse for the following expenses:

- Alcoholic beverages
- Room service charges
- Personal telephone calls

USE OF THE COUNTY CREDIT CARDS FOR TRAVEL EXPENSES

Please note that the following guidelines apply to credit card usage:

Itemized receipts for all expenses (tolls, lodging, etc) must be submitted to Finance

Meals may not be charged to county credit cards; however, if an employee is attending a meeting or conference (at the request of Central Office Supervisory Staff) that is more than 2 days in length, and covering one's own meals is a hardship, a written request may be made to the Director of Finance to waive this requirement. Suggested meal guidelines are: breakfast \$8; lunch \$12; dinner \$30.

When making reservations (within Maryland) request sales tax removal (use tax exempt certificate) – be sure to inquire if a government rate is available

- Alcoholic beverages may not be charged to county credit cards.
- Room Service charges may not be charged to county credit cards.
- Personal telephone calls may not be charged to county credit cards.

The following procedures must be followed in order to use a county credit card for travel expenses:

- The appropriate form must be completed on “My Learning Plan” **PRIOR** to date(s) of travel. The following information is required to be on the form:
 - All estimated costs (Stipends, registration fees, mileage, meals, lodging)
 - Payment Type (credit card, purchase order, reimbursement)
 - Funding source (**Note: Funding sources will be verified prior to approval**)

- The Finance Office will be notified by “My Learning Plan” when the form is complete. At that time the following will happen:
 - A credit card will be reserved (if available)
 - The Individual will be notified via email that their request has been received, a credit card has been reserved and when the card may be picked up.
 - Conference registration fees, airline tickets and hotel reservations can be made after individuals are notified by Finance – **all reservations MUST be made at the Central Office – please let Finance know what day you will be making the reservations so the card will be available.**
 - (Note: when using on-line purchasing, you must print out your confirmations and reservations – these will serve as your receipts – **a copy of these receipts must be turned in at the time the reservation is made.**

- The individual must come to the Finance Office to pick up the Credit Card on the date they were given in the notification email. At that time the following will happen:
 - The individual will be required to sign for the credit card.
 - The individual obtaining the credit card will be given a copy of the Approved Activity Report, authorization form and tax exempt certificate.
 - Arrangements will be made for the return of the card and documentation.

- Upon completion of travel the following must happen:
 - The credit card must be returned to the Finance Office by the next business day.
 - The individual must attach all receipts (itemized) to the “Approved Activity Report” form.
 - The funding source supervisor must sign the “Approved Activity Report” form and verify the correct account number to be charged.

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The Approved Activity Report Form must be turned in to Finance within 3 business days.

- **Failure to comply with administrative guidelines will result in the individual forfeiting privilege and convenience of using the credit card. Multiple failures to comply with administrative guidelines can result in a group, school or division loss of the privilege and convenience of using the credit card.**

