



# UNION COUNTY SCHOOL DISTRICT

*Building The Future One Child At A Time*

## **TRAVEL REIMBURSEMENT POLICY**

### **EFFECTIVE 01-01-2021**

Employee must have an approved conference request form prior to requesting reimbursement for travel related expenses for a conference/workshop. Exception: no form required for routine travel to schools and monthly consortium meetings. Attach approved conference request form and agenda to the travel form prior to submission.

Current reimbursements are as follows:

1. Lodging cost at the rate offered by conference; MS State contract rate if available; or economical room rate for accommodations - Lodging cost may be paid in advance directly to the vendor/hotel by the district. Check for the State of Mississippi state contract rate on the following website [www.dfa.state.ms.us](http://www.dfa.state.ms.us) – click on Sate Purchasing, Travel, and Fleet Mgmt Info in left column of webpage, click on Travel, Under Contracts click Hotel/Motel Services then the contract will appear with hotels in MS offering State contract rate-must submit receipt
2. meals are only applicable if overnight travel is required and approved - maximum reimbursement at the daily rate
3. \*actual receipts are not required to receive meal reimbursement -Maximum daily meal reimbursement will be allocated to individual meals as follows if travel is not for a full day: Breakfast \$8, Lunch \$14, Dinner \$24 = \$46 (Meals allowed shall be determined based on the beginning and ending time of the conference allowing time for travel-attach agenda)
4. for each mile actually and necessarily traveled in the employee's automobile or other private motor vehicle the rate will be equal to the rate set by the Union County School Board each year The current rate is \$.56 per mile. (effective 01-01-2021)
5. actual registration fees- must submit receipt for reimbursement
6. actual fare or other expenses incurred in travel by public carrier- must submit receipt
7. incidental expenses -- reasonable gratuities (can not exceed 10% of the maximum daily reimbursement for meals), parking/valet (require receipt), etc.
8. travel form shall be completed and submitted by the last Wednesday of the month following the date of travel for verification and approval by the Superintendent., Actual receipts for all travel related expenses except meals and travel in personal vehicle must be attached for reimbursement

\*Meals allowed shall be determined based on the beginning and ending time of the conference allowing time for travel. **Please attach agenda and approved conference request form to the travel form for reimbursement.**

Meal guide to help you determine the amount due when overnight stay is involved:

Departure Travel begins after 5:00 am	-Breakfast \$8, Lunch \$14, Dinner \$24 = \$46
Departure Travel begins after 11:00 am	-Lunch \$14, Dinner \$24 = \$38
<u>Departure Travel begins after 4:00 pm</u>	-Dinner \$24
Return Travel ends before 11:00 am	-Breakfast \$8
Return Travel ends before 4:00 pm	-Breakfast \$8, Lunch \$14= \$22
Return Travel ends after 4:00 pm	-Breakfast \$8, Lunch \$14, Dinner \$24 = \$46