

# Marion County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
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## GENERAL GUIDELINES:

The Board shall be responsible for all expenses pertaining to travel, training, and staff development. Student activity funds shall not be used for this purpose. <sup>1</sup>

Travel shall be defined as that travel which is in the normal scope of the employee's duties and shall be based on need and/or benefit to the school system.

Travel shall be by the most direct route possible. Any individual traveling by an indirect route shall assume any added expense incurred.

The official station of an employee shall be determined by the Director of Schools or his/her designee. It is normally expected that the official station will be that location in Marion County at which the employee spends the major portion of his/her regular scheduled working time.

Approved travel will not include the regularly scheduled commute to and from home nor any other commute which is not necessary for the need or benefit of the school system.

The Board shall have the exclusive authority to grant exemption from any/all parts thereof whenever deemed necessary and appropriate through Board action. The limits on travel expenditures set forth herein are the maximum amount(s) above which reimbursement cannot be made without written justification and approval by the Board. <sup>2</sup>

*Local travel* is defined as that which is within and between locations in the county and generally only includes mileage.

*Non-local travel* is defined as that which occurs outside of the county for meetings, conferences and staff development and training. Costs associated with non-local travel include mileage, meals, hotel/motel, parking, registration, transportation, etc. normally required for the activity. Overnight non-local travel shall be anticipated and planned far enough in advance to obtain accommodations at the conference site hotel(s), and at the reduced conference rate.

Original receipts for registration, hotel/motel, parking, transportation, etc. shall be turned in to accounting for audit purpose documentation of the expenditure.

Requests for travel expenditures must be requested on forms provided by the finance office. Each employee must request their own travel advance/reimbursement, except when advance group registration shall be made by the respective department director/supervisor or his/her designee.

## **TRAVEL EXPENDITURE GUIDELINES:**

### **Registration:**

Conference, meeting, event, etc. registration and pie-registration fees shall be those documented in the conference, meeting, event, etc. cost information brochure or letter. Registration shall be pre-approved and paid with a school system warrant or credit card. Original receipts shall be turned in to the finance office.

### **Common Carrier:**

Transportation for non-local travel shall be by common carrier (air, bus, train) whenever practical. Travel is encouraged when time is an important factor or where the trip is so long that other methods of travel would prove more expensive. The fare must not exceed the regular fare charged the public. Taxi fare is allowed for necessary transportation to and from the terminal and hotel as well as between the hotel and conference site. Airport parking is allowed when overnight travel is necessary. Original receipts shall be turned in to the finance office.

### **Vehicles:**

Employees shall make use of Board owned vehicles whenever possible. Board owned vehicles shall be used only as authorized. Necessary repairs, tolls, parking, and gasoline are allowed.

In the use of personally owned vehicles, the authorized mileage allowance includes all operating expenditures such as gasoline, oil, and repairs; thereby precluding any separate claim for such items. Necessary tolls and parking fees will be allowed with original receipts turned in to the finance office.

Mileage reimbursement shall be computed from the employee's residence or official station, whichever is shorter unless set by the Board in a pre-determined schedule.

Mileage reimbursement shall be in accordance with the comprehensive travel regulations in effect for the State of Tennessee Department of Finance and Administration.

### **Vehicle Rental:**

Vehicle rental shall be allowed, provided that such cost is less than the comparable cost of the use of an employee(s) personal vehicle. Pre-approval is required with payment to be by school system warrant or credit card. The original receipt shall be turned in to the finance office.

### **Lodging:**

The school system shall pay for the standard conference, meeting, or event hotel rate as specified in the cost information brochure, letter, notification, etc. If a block of rooms at the event hotel is not available, the school system shall pay for an alternate hotel site at a rate comparable to the conference rate. If the conference rate is not available, the program director can approve a higher rate if funding is available. Pre-approval is required with payment to be by school system warrant or credit card. The original receipt should be turned in to the finance office.

### **Meals:**

Reimbursement for meals shall be on a per diem basis in accordance with the comprehensive travel regulations of the State of Tennessee Department of Finance and Administration. Reimbursement for meals during required non-local meetings with no overnight stay shall be at the rate in effect with the State's comprehensive travel regulations. Receipt is required.

**Other:**

Expenditures for books, supplies, postage, stenographic help, and other items that do not constitute expenditures incidental to travel shall not be made a part of the travel claim.

Entertainment expenditures shall not be authorized unless advance written approval is granted by the director of schools or school board action. Amounts expended more than pre-approved amounts shall be deducted from any claim for reimbursement and shall not be payable.

Business related telephone calls, fax machine costs, copier use, interned use, etc. shall be allowed when necessary for business purposes.

**TRAINING AND INSERVICE / STAFF DEVELOPMENT GUIDELINES:**

Travel expenditure allowances for employees participating in staff development, training and in service shall follow the requirements noted previously in this policy section.

The Program Director shall pre-approve an individual's request for training and staff development if; within budget; within the normal scope of the employee's development; and of benefit to the school system.

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Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-20
2. TCA 49-2-2001(c)