

# DeKalb County School System

## Spending Grant Funds Procedure Guidelines for Professional Development Request

### *Travel:*

Travel and registration requests are received by the Supervisors/Department Heads on the Meeting/Workshop Request Form once the direct building administrator has approved the request. The request must be aligned with the school's improvement plan. The meeting/workshop request form is completed and the correct funding code, category and line item code is entered on the form with supporting documentation attached. Upon approval of the appropriate supervisor, the request for travel expense is submitted to the Director of Schools for approval.

Once the Director approves the travel request, the form and supporting documentation is submitted to the appropriate Supervisor or designee who then registers the authorized employee. The appropriate bookkeeper receives the original workshop request form while the supervisor maintains a copy for records.

The bookkeeper will then process the payment for registration and mail necessary registration forms.

Travel must be authorized and approved in advance by an employee supervisor.

### *Overnight Travel:*

Overnight accommodations will be allowed only when an activity continues two consecutive days or when the individual lives more than 50 miles from the meeting place. Pre-payment for room and board is made based on the cost that is supplied to the supervisor at the time of reserving the room. This check along with the tax exempt certification is taken to the event by the authorized employee. A zero balance hotel receipt is returned to the supervisor upon the employee's return. An employee must be pre-approved to make his/her own hotel reservations.

A travel reimbursement form is completed and signed by the authorized employee within 10 days and given to the supervisor, then submitted to the bookkeeping department.

If a taxi or Uber cost is incurred, a transportation receipt and the conference agenda must be attached in order to receive full reimbursement. You must be able to prove the transportation cost was necessary and relevant to the conference. You will not be reimbursed for personal trips that are not related to the conference.

A request for reimbursement is made by the employee for any additional costs incurred. Travel, meals, parking and incidentals are reimbursed as outlined on the Travel Reimbursement Guidelines.

**Mileage:** Mileage for properly authorized travel on official school business shall be reimbursed at the mileage rate of \$0.47 per mile.

**Meals:** Meals for properly authorized travel on official school business shall be reimbursed at a maximum of \$51.00 per day for overnight stay. Employees who do not regularly travel out of county and are away from their official station during normal mealtime shall be reimbursed at a rate of \$11.00 for breakfast, \$12.00 for lunch and \$23.00 for dinner with \$5 for incidentals. Normal mealtime for breakfast shall be defined as between 5:00 a.m. and 8:00 a.m.; lunch shall be defined as between 11:00 a.m. and 2:00 p.m.; and dinner shall be defined as between 5:00 p.m. and 8:00 p.m. Receipts are not required for meal reimbursements. Meals will only be reimbursed if the employee stays overnight at a meeting/conference.

**Parking Expenses:** Charges for parking expenses incurred for properly authorized travel on official business shall be reimbursed. Parking receipts are required for full reimbursement. If a parking receipt is not available, \$8.00 will be reimbursed to employee.

**Lodging:** Lodging for properly authorized business travel on official school business shall be reimbursed at the actual cost incurred. Lodging may be at or near the site where the conference/training program is being held. A \$0 balance from said hotel must be submitted with reimbursement.

An overview of business reimbursements are follows:

Mileage - \$0.47 per mile

Hotel – State Rate offered

Meals - \$11/\$12/\$23

Parking – must have receipt or \$8.00

This reimbursement request must match the Meeting/Workshop Request Form.