

**Murray County Schools Travel Guidelines**  
For Employees Requesting Travel Reimbursement

- Request for reimbursement shall be made on the district travel reimbursement form. The signatures of the employee and his/her immediate supervisor are required on the reimbursement form.
- All travel must be by the most economical and direct route possible.
- Receipts are required for any requested reimbursement, except for meals.
- All meals should be purchased with personal funds. Employees may request reimbursement at the per diem meal amount. Employees should not request reimbursement for any meals provided by the conference/vendor. **Receipts are not required for any meal reimbursement.**
- Meals will be reimbursed at \$28 per day based on the following State of Georgia meal allowances:
  - Breakfast - \$6
  - Lunch - \$7
  - Dinner - \$15
- Transportation is allowed by auto or airplane, whichever is the least expensive. Airfare should be at the lowest rate each way. Mileage will be reimbursed at the state of Georgia rate. For car rentals, expenses will be reimbursed at actual cost.
- Lodging shall be reimbursed at actual cost for employees attending conferences, conventions, seminars, or workshops. All efforts should be made to get the hotel room rate established for such event. A copy of the hotel receipt is required.
- **Remember to download and print the Hotel/Motel tax exempt form from the district website when traveling within the state of Georgia. Present the form to the hotel upon check-in.** State hotel/motel taxes cannot be reimbursed back to the employee.
- Room rates can be subject to a cap limit depending on the conference location (check with your immediate supervisor).
- Attach Agendas with the reimbursement form (Federal programs only).
- Miscellaneous expenses including parking fees and other such expenses required by the travel or participation in the approved event shall be reimbursed. Receipts are required.
- Please submit travel reimbursement requests within 30 days of travel end date.
- Be sure to get the signature of your supervisor and grant coordinator (if applicable).
- Pre-approval may be necessary in order to provide reimbursement based on the grant/program guidelines. Be sure to check with your immediate supervisor or grant coordinator.
- Travel safely and enjoy your trip!