



ADMINISTRATIVE PROCEDURE

LOCAL REIMBURSABLE TRAVEL

4133

Procedure No.

August 1, 2010

Date

- I. **PURPOSE:** To provide procedures for authorizing and reimbursing employees for official travel on school system business.
- II. **INFORMATION:** All official business travel funded through appropriated sources is subject to the requirements of this regulation. Travel guidelines are intended to facilitate travel arrangements; to provide information regarding allowable reimbursement for travel expenses; and to protect employees against the risk of loss, while simultaneously maintaining the necessary controls for accountability.
- III. **DEFINITIONS:** The following definitions apply to the content of this Administrative Procedure:
 - A. **Local Business Travel:** Travel by school system employees on official business matters within the metropolitan area as may be authorized by the appropriate primary account manager and does not require an overnight stay. Mileage reimbursement will be made in accordance with procedures described in the unit member's appropriate negotiated contract. Employees are NOT entitled to compensation for normal commuting miles.
 1. Travel for **central or area office personnel** required on any day to report to a duty station other than the regularly assigned duty station and authorized by the appropriate primary account manager. Normal roundtrip commuting mileage must be deducted from the traveler's gross miles for each day.
 2. Travel for **school based personnel** connected with attending central office meetings or other events. Travel by school based personnel who are regularly required to travel between schools as part of their duties. School based personnel may also be required at times to attend official business meetings away from their assigned schools at the request of central office. Normal roundtrip commuting mileage must be deducted from the traveler's gross miles for each day.
 3. Travel for **Home & Hospital Teachers (HHTs)** required to use their automobiles in the performance of their duties shall be reimbursed for all travel between students on a given day and to pick up required student assignments. Mileage shall be calculated from the designated service location. The designated service location is the place where the student receives the educational services (i.e. student's home, hospital, or school) to the next designated service location. Mileage is calculated from one student's service location to the next. Commuting miles to and from the HHTs home to the designated service location is disallowed. If a HHT has only one assigned student, then the HHT is not entitled to compensation to



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and from their home to the student's designated service location, as these miles are considered commuting miles.

- B. Approving Authority: Principals, Directors, Chiefs, Associate Superintendents, Deputy Superintendent, and the Superintendent of Schools (or his respective delegate); serve as approving authorities for travel. Refer to Bulletin S-15-09 for signature approval levels for Disbursement Authorities or Oracle i-Expense reimbursement. Periodically, approving authority levels change, notification of change will be made by Bulletin.
- C. Base Location: Base location will be defined by the PGCPSS Department of Human Resources (base location is generally where the paycheck or voucher sub is delivered).
- D. Standard Mileage Rate: The U.S. Internal Revenue Service (IRS) establishes a standard mileage rate to calculate reimbursement for operating a personal vehicle for business miles driven. The current reimbursement rate is \$0.555 per mile, effective January 1, 2012 (Bulletin M-9-12). Since this rate changes periodically, notification of change will be made by Bulletin.
- E. Reimbursement Calculation: On mileage form/or i-Expense list all duty stations visited each day (in order visited), gross mileage for each day, then deduct employee's normal commuting miles for each day. The net reimbursable mileage for a day is the gross mileage less the employee's normal commuting miles. Normal commuting miles are defined as *two (2) times the distance between the unit member's home and location of regular assignment*.

IV. RESPONSIBILITIES:

- A. Travelers must:
 - 1. Ensure that expenses are reasonable and necessary.
 - 2. Use sound judgment and advance planning to minimize expenses and timely processing of travel request.
 - 3. Report mileage and related expenses on a monthly basis, or risk denial of reimbursement.
 - 4. List all locations visited each day in the order visited, if location(s) is other than a PGCPSS school or office site, include the address of the site visited.
 - 5. Utilize online mapping software to calculate the most efficient route option.
 - 6. Forward all receipts, parking, tolls, etc. to Accounts Payable, if using i-Expense reference the i-Expense number assigned. If a Disbursement Authority form is used, attach all receipts, secure signature approvals and forward to Accounts Payable.



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B. Department and school staff members must:

1. Ensure compliance with the provisions of this regulation by confirming the availability of funding.
2. Verify the allow ability of expenses.
3. Ensure the completeness and accuracy of the information provided and receipts submitted as documentation of expenses.
4. Retain all mileage related financial records for audit purposes, including copies of all receipts, according to document retention schedules.

C. Approving authorities must:

1. Ensure compliance with the provisions of this regulation by determining whether travel for which approval is sought is essential to the effective operation of PGCPS and whether expenses are reasonable and necessary.
2. Verify the allowable expenses, and the availability of funds.
3. Review/Verify using Map Quest or equivalent web-based mapping program to determine accurate mileage is calculated.
4. Verify receipts for all requests for reimbursement.
3. Verify that travel reimbursement does not cross fiscal years in excess of 30 days.

D. Department of Financial Services must:

1. Ensure compliance with the provisions of this regulation.
2. Ensure prompt payment of authorized official travel expenses.

V. LOCAL BUSINESS TRAVEL:

A. General:

1. Travel by school system employees on official business matters within the metropolitan area as may be authorized by the appropriate primary account manager.
2. Requests for local travel reimbursement must be submitted via Oracle i-Expense reimbursement or by preparing a Disbursement Authority as outlined in Bulletin S-18-09 (Acceptable Use of Disbursement Authority forms). Registration fees, seminars, etc., should be paid by preparing a pre-paid Purchase Order.
3. Requests for local travel reimbursement must be approved by an authorized approving authority.

B. Allowable and Other Expenses:



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1. **Mileage:** Mileage reimbursement is allowed for employees who use personal vehicles for official business travel. Mileage will be reimbursed at the prevailing IRS standard mileage rate for miles traveled in excess of the round-trip daily commute between the traveler's residence and base location or designated service location. Distances must be calculated/verified using online mapping programs using the most efficient route option. All mileage must be submitted on a monthly basis. Travel reimbursement will not be processed by the Finance Department if it crosses fiscal years in excess of 30 days. All such requests will be returned to traveler.
 2. **Parking, Tolls, Taxi Fares and Public Transportation Costs:** Reimbursement is allowed for employees who incur parking fees, tolls, taxi fares, and public transportation costs while on official business travel. Obtain receipts for parking, tolls, taxi fares and public transportation (Metro).
 3. **Other Expenses:** Food per diems are not permitted under Local Travel Reimbursement, only Non Local Travel (overnight stays) qualify for food per diems.
- VI. **RELATED PROCEDURES AND DOCUMENTS:** See Chief Financial Office website for Local Reimbursable Travel related mileage forms. Bulletin S-18-09 Acceptable Use of Disbursement Authority forms.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Chief Financial Office and the Chief Human Resources Office and will be updated as needed.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4133, dated March 10, 2005.
- XI. **EFFECTIVE DATE:** August 1, 2010.

Approved by:
William R. Hite
Superintendent of Schools

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