

<b>CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY</b>	<b><u>BUSINESS OPERATIONS</u> Reimbursement For Business Travel</b>	<b>540</b>
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The Board of Education may reimburse personnel for approved expenses incurred while performing district business. The Board may place limits on the amount of authorized reimbursements. Reimbursement rates will be set by the Board or will be in accordance with legal requirements, when applicable.

The Superintendent will establish annually the mileage reimbursement rates, consistent with State guidelines for state employees, for specific personnel who are not provided with a state vehicle and use their private vehicles for official School District business.

The reimbursement of out of district travel expenses must be approved in writing in advance by the Superintendent or his designee, pursuant to regulations. All travel for which reimbursement may be sought is contingent upon the availability of funds and prior approval. Statutory regulations for per diem, transportation and subsistence allowances for state departments and agencies are contained in G.S 138-5, 138-6 and 138-7. Each employee is responsible for his own request for reimbursement.

Requests shall be filed within thirty (30) days after the travel period ends. Receipts must contain only business-related expenses, no personal items should appear on expense reimbursement receipts. For the purposes of determining eligibility for allowances, travel status means being away from the employee's normal duty station or home and the employee is acting in his official capacity as required by work activities.

- a. Subsistence is an allowance related to lodging and meal costs. The maximum allowable statutory rate for in-state and out-of-state travel is set by the Office of State Budget & Management and can be revised periodically based on the change in the Consumer Price Index. Specific dates of lodging must be listed on the request and substantiated by a receipt. Excess lodging is allowed when the employee is in a high cost area and unable to secure lodging within the current allowance.

A state employee may be reimbursed for meals while on official state business and when the employee is in overnight travel status. Employees may be reimbursed for partial days of travel when in overnight travel status and the day of departure or return is as follows:

1. Breakfast: depart duty station prior to 6:00am
2. Lunch: depart duty station prior to noon or return after 2:00pm
3. Dinner: depart duty station prior to 5:00pm or return after 8:00pm

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Allowances cannot be paid to employees for lunches if travel does not involve an overnight stay, however, employees can be reimbursed for breakfast and dinner if the following applies:

1. Breakfast: depart duty station prior to 6:00am
2. Dinner: return to duty station after 8:00pm

Receipts will not be required for per diem reimbursement.

- b. Transportation by common carrier is limited to the actual fare, substantiated by a receipt. Transportation by personal vehicle is reimbursed by the actual mileage. Mileage is measured from the closer of duty station or point of departure to destination (and return). The business standard mileage rate is set by the Internal Revenue Service and usually changes every January. The actual cost of taxi and shuttle service is also reimbursable and must be documented by a receipt.