

COOSA COUNTY BOARD OF EDUCATION TRAVEL PROCEDURES

Purpose: To outline the procedures for the documentation and reimbursement of travel by employees of the Coosa County Board of Education.

Procedures:

1. **General Provisions:** Out of town travel will be considered travel outside of Coosa County. Travel requests shall normally be limited to that for which funds have been appropriated in the annual budget.
2. **Authorized Expenses:** The Board of Education will reimburse the employee for registration fees, meals, lodging, coach airline tickets, mileage for personal vehicle, parking and toll fees, baggage handling fees, taxi fares between airport and hotel and/or the training site.
3. **Unauthorized Expenses:** The Board of Education will not reimburse the employee for alcoholic beverages, snacks, groceries, personal supplies, personal phone calls, movie rentals or other entertainment.
4. **Employee Authorization for Travel:** Employees who are required to or who are requesting to travel are eligible for travel reimbursement and should receive authorization in advance of their travel via a Conference Travel Request and Reimbursement Form.
 - a. Complete the top portion of the form in its entirety (including payment source). Attach a copy of the conference announcement, agenda, brochure, or some other form of documentation to substantiate the need for travel to your request form.
 - b. Submit the request to the Superintendent's Secretary at the Central Office for approval at least 10 days prior to departure.
 - c. The approved request will be returned to you by interoffice mail, e-mail or fax.
5. **Employee Reimbursement Requests:** Within five working days following the employee's return to work from travel, the employee will submit the leave request form with the *****Actual Reimbursement Request***** portion completed either to the Central Office or local school bookkeeper for payment. All of the necessary supporting documentation must be attached or the form will be returned pending documentation. Once the request is completed, payment will be made in the next available accounts payable check run. Reimbursements made by the Central Office will be made by ACH payment (form is attached).
6. **Registration Fees** ó Purchase orders can be issued for registration fees only after the employee verifies with the vendor that (1) they accept purchase orders and (2) they understand that payment will not be made until after the attendance of the conference. Employees requesting a purchase order should complete a requisition form and submit to the Central Office or the local school bookkeeper (depending on the payment source). A Purchase Order Registration Agreement should be attached to the requisition.

7. **Lodging**: Reimbursement for lodging expenses will be made based on the rate of the conference hotel or overflow hotel. This is the highest rate that will be reimbursed. If not staying at one of these sites, documentation must be attached to show the rate. If you choose to stay at another location, mileage will not be paid to and from the conference site.
8. **Meal allowances**: Employees traveling may be reimbursed the actual costs of meals within the maximum limits established in these procedures. The following limits apply:

Breakfast - \$10.00
Lunch - \$15.00
Dinner - \$20.00

An employee will be reimbursed for actual expenses up to the prescribed limit for each meal. Food tax is reimbursable. Gratuities are not reimbursed. Unused meal allowances may not be applied to other meals. Meal tickets must be original, detailed tickets (credit card receipts are not acceptable unless they are detailed). Tickets should include restaurant name, date and time of meal, and should only include only one person's meal. Meals charged on your hotel room bill are not acceptable unless you have a separate itemized ticket. Meals provided for in the registration cost will not be reimbursed if you choose to dine out.

9. **Meal Allowance Eligibility**: Employees traveling may be reimbursed for meals as prescribed in item #7. The eligibility of meals is as follows:
 - a. An employee is eligible for the breakfast allowance if they are on travel status prior to 6:30 a.m.
 - b. An employee is eligible for the lunch allowance if they are on travel status between 11:00 a.m. and 2:00 p.m.
 - c. An employee is eligible for the dinner allowance if they are on travel status between 6:00 p.m. and 8:00 p.m.
10. **Mileage Reimbursement Rate**: Employees may be reimbursed for business miles traveled in a personal vehicle at the current state approved rate. Reimbursement is for point-to-point mileage only.
11. **Required Documentation of Allowable Expenses**: Reimbursement of authorized expenditures will be made only if substantiated. ***Please note*** Cash register tapes, scraps of paper or other reimbursement claims that are not determinable as to the date, the place and the type of expenditure will be disallowed for reimbursement.
 - a. Conference Agenda or Certificate of Attendance must be attached.
 - b. Registration Fee ó Invoice/receipt or a copy of check showing payment.
 - c. Meals ó Original, detailed receipt which includes restaurant name, date and time of meal.
 - d. Lodging ó original itemized invoice.

- e. Coach Airline Tickets ó by original itemized invoice.
 - f. Mileage for personal vehicle ó attach a copy of point to point mileage from Google Maps (or similar website) showing number of miles.
 - g. Parking and toll fees ó dated receipt
 - h. Baggage handling fees ó dated receipt
 - i. Taxi Fees ó dated receipt
12. **Employee Responsibilities:** Employees are responsible for ensuring the most reasonable rates for all expenditures. If at all possible, employees traveling to the same location for the same purpose should carpool and share lodging.
13. **Other Provisions:** The Superintendent may authorize exceptions to the provisions set forth if he/she deems the exceptions necessary to meet the needs of the School Systems operations.
14. **Employee Automatic Deposits:** All Central Office reimbursements will be made by ACH deposits. Employees are responsible to keep this information up to date.

*****CONFERENCE ATTENDANCE REQUEST*****

INSTRUCTIONS: Form should be completed and submitted at least 10 days prior to departure. Appropriate literature regarding conference should be attached.				
APPLICANT'S NAME		SCHOOL	TITLE OF CONFERENCE	
PURPOSE	LOCATION	MODE OF TRAVEL	CONFERENCE DATES	
ATTENDANCE DATE	TRAVEL DATES	PAYMENT SOURCE	SUB REQ'D	DATES SUB REQ'D
			Yes () No ()	
ESTIMATED EXPENSES		SIGNATURES		
Registration	\$	Applicant's Signature & Date:		
Accommodations				
Meals		Supervisor's Signature & Date:		
Travel (. _____ / mi)				
Substitute(\$65/day)		Superintendent's Signature & Date: () Approved		
Other (Specify)				
Total	\$	() Not Approved		

*****ACTUAL REIMBURSEMENT REQUEST*****

INSTRUCTIONS: This form should be submitted within 5 workdays following return. Expenses must be entered by day. Receipts and tickets for all expenditures must be attached. Only ORIGINAL itemized receipts and tickets will be reimbursed.								
Date								
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	ITEM TOTALS
Registration								
Hotel Per Day + Tax								
Breakfast								
Lunch								
Dinner								
Air Fare								
Taxi/Bus								
# of Miles								
Miles X rate (Multiply)								
Parking tolls								
Other Expenses (Specify)								
DAILY TOTAL								
I CERTIFY UNDER PENALTY OF PERJURY THAT THE AFORENOTED EXPENSES ARE TRUE AND ACCURATE						Total Reimbursement \$		
SIGNATURE of APPLICANT for REIMBURSEMENT & DATE								
AUTHORIZATION of PAYMENT By SUPERINTENDENT								

Purchase Order Registration Agreement

I have verified with the vendor that a purchase order is acceptable for registration and that they will invoice and accept payment after attendance of the conference.

I understand that if I do not attend the conference it is my responsibility to contact the vendor concerning cancellation. I also understand that I will be responsible for reimbursement to the Coosa County Board of Education for any cancellation fees and/or registration fee if not waived by the vendor.

Signature

Date

**Coosa County Schools
Authorization Agreement For
Employee Automatic Deposits (ACH Credits)**

EMPLOYEE NAME: _____

SOCIAL SECURITY NUMBER _____

PHONE NUMBER: _____

Email Address: _____

(This address is used to email verification statements for payment. No statements will be mailed.
Please use your school google email or a personal email.)

I hereby authorize the Coosa County Board of Education to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entry made in error to the account indicated below and the Depository named below, to credit and/or debit the same to such account.

BANK NAME: _____

CITY: _____ STATE: _____

BANK ROUTING NUMBER (ABA NUMBER): _____

ACCOUNT NUMBER: _____

CHECKING SAVINGS

NAME	_____ 20 _____	0324
Pay to the order of _____	\$ <input style="width: 50px;" type="text"/>	
_____	Dollars	
Bank _____		
Memo _____		
⑆1 2 3 4 5 6 7 8 9⑆ ⑆0 2 2 9 9 9 9 9 9 9 9⑆ ⑆0 3 2 4		

Example Routing Number: 123456789 Example Account Number: 022999999999

This authority is to remain in effect until the Coosa County Board of Education has received written notification of termination in such time and such manner as to afford Coosa County Board of Education and Depository a reasonable opportunity to act upon it.

Employee Signature: _____ Date: _____

Board Use Only

Date Received: _____ Employee vendor # _____ Date Entered: _____