

TRAVEL PROCEDURES HANDBOOK

ONEIDA SPECIAL SCHOOL DISTRICT

Revised January 1, 2007

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Pre-Approval of Travel

Teachers are required to get approval from their principals for any workshops, conferences or meetings they wish to attend.

All other employees must get prior approval from their supervisors.

Effective January 1, 2007

All employees of the Oneida Special School District will adhere to the travel guidelines outlined in this handbook

Central Office Approval

The Principal will forward the travel request to the central office for final approval.

Deadlines and Time Restrictions

All personnel planning to attend any workshop, conference or meeting must submit their request in a timely manner.

Workshop registration deadlines and hotel availability will factor into the approval process for any travel.

School Vehicles

If they are available, personnel, should use school vehicles for travel.

Travel Related Expenditures

1. All travel expenditures will be on a reimbursement basis.
2. All receipts for meals, parking, gasoline, (if applicable), etc., **MUST** be kept and submitted for reimbursement.
3. All travel reimbursement must be submitted on an approved travel form.
(Forms can be downloaded from www.oneidaschools.org)
4. No reimbursement will be made without a receipt.

Meals—Return Trips Home

After any conference or meeting that the traveler arrives home before 6:00 p.m., the supper meals will not be reimbursed.

Hotel Accommodations

All hotel reservations will be made by the school system for all employees.

Hotel costs will be paid by a school check and either sent prior to travel or taken by the traveler to be disbursed at the time of hotel check-in.

There are times that a hotel may not accept a school check. In these instances, reimbursement will be made to the traveler for any credit card hotel room charges.

The traveler must retain their hotel receipts and submit them with their regular travel reimbursement form.

Reimbursement Guidelines

1. No overnight hotel accommodations will be allowed for travel less than 100 miles one way.
2. *Exception to this will be: If a conference is held in Knoxville for more than 2 days, hotel rooms will be allowed.*
3. No reimbursement for lunch will be allowed for (1) one day trips.
4. Travel over 100 miles (one-way) will be considered overnight travel. Hotel accommodations will be allowed.

Reimbursement for Travel Related Meals

Meals will be reimbursed for overnight travel. All receipts for meals must be retained for reimbursement. No reimbursement will be made for any meals without a receipt.

A maximum of \$41.00 per day will be reimbursed for meals.

(Travel to high cost areas would need prior approval to exceed the \$41.00 per day)

Any amounts over this will be the responsibility of the traveler

Mileage Reimbursement

1. Mileage will be paid from the traveler's school to the travel destination and from the travel destination back to school.
2. Mileage for overnight trips will be reimbursed at the rate of .30 cents per mile.
3. Mileage for one day trips (100 miles or less one way) will be reimbursed at the rate of .35 cents per mile.
4. A distance chart will be established for most travel destinations to allow for consistency for all personnel travel. The chart will be used to determine miles allowed for reimbursement.

TRAVEL DESTINATION

MILEAGE CHART

<u>Destination</u>	<u>Mileage 1-Way</u>	<u>Round Trip</u>
Huntsville	11	22
Jamestown	40	80
Clinton	45	90
Lafollette	40	80
Crossville	60	120
Cookeville	90	180
Oak Ridge	70	140
Rugby	35	70
Knoxville	75	150
Nashville	175	350
Chattanooga	135	270
Gatlinburg	116	232
Pigeon Forge	112	224
Lebanon	160	320
Maryville	90	180
Harriman	50	100
Murfreesboro	160	320
Memphis	400	800

ONEIDA SPECIAL SCHOOL DISTRICT

P. O. Box 4819
Oneida, TN 37841
423-569-8912
423-569-2201 fax

Questions regarding travel related matters should be forwarded to the individuals listed below.

This handbook was last updated on 9-19-2007.

Contact Information

Henry Baggett	Director
Ann Daugherty	Federal Projects
Vicki Payne	Special Education
Connie Thomas	Business Office
Sandie Cornelius	Business Office