

**Ozark City Schools**  
**Procedure for Travel Reimbursement (Reference Policy 3.14)**

**Mileage**

Use of System Vehicle – If you travel in a system vehicle and will need to purchase fuel, you need to obtain a system fuel credit card and purchase the fuel on that card. You should make reasonable effort to use the system's credit card. If you purchase fuel with your personal funds, you may be reimbursed for the cost if a receipt is submitted.

We encourage use of the system vehicles. However, if pre-approved to drive your personal vehicle, mileage will be paid at the current state approved rate. Fuel should never be placed in a personal vehicle with a system credit card.

**Meals**

The purpose of reimbursement is designed to recover cost for travel while away from home as defined as outside the Dale County (Board of Education Address) and the employees home (county of residence.)

**Part-Day Travel:** Two meals or less: documented by paid itemized tickets, not to exceed a total of \$25.00. A part day is defined as a period less than 24 hours (first day of travel and day of return.)

**Full-Day Travel:** Three meals: documented by paid itemized tickets, not to exceed a total of \$40.00 per day.

Food costs should not exceed \$40.00 per day, unless special permission has been granted by the CSFO. This amount is for the total day.

We encourage the use of the system credit card (daily meal limits apply).

For all meals whether on a card, or purchased with personal funds (reimbursed), an itemized receipt must be submitted with your expense report. Without an itemized bill, you will be responsible for the costs.

**Tips**

Tips for food service should not exceed 15%. If you tip in excess of 15%, you will be responsible for the difference.

**Parking**

Parking fees will be reimbursed if a receipt is submitted for reimbursement. Sometimes the parking will be added to your motel bill, which is fine.

**Other Family Members**

If family members are traveling with you, meals and expenses for these individuals should be billed separately. The bills that you submit should only reflect services directly related to you. Expenses that do not relate to a system employee should never be placed on a system credit card.

## **Alcohol**

Expenses for alcohol purchases will not be reimbursed. If you elect to purchase alcohol, you should have it billed separately so you can pay the bill directly. The school system may decline reimbursement of the meal if alcohol is included.

## **Lodging**

If you will require overnight travel, contact Central Office personnel to secure lodging. If pre-approved to make your own arrangements, you should then request the hotel/motel to send a credit card authorization form to the Central Office for payment with system card. Efforts should be made to acquire reasonable rates for hotel/motel rooms, whenever possible. Make sure conference rates and government rates are used whenever possible. A credit card authorization allows the central office to actually pay for the room prior to your stay. If you have pre approval to pay for the room with personal funds, the school system will require a "zero balance" receipt to make the reimbursement.

## **Submission of Receipts**

The system reimbursement form should be used to request any reimbursement. The form is available on the system's website. Receipts are required to be submitted with a form, even if a system credit card was used for the payments. Reimbursements cannot be made unless all receipts are submitted and attached to the reimbursement form. Expense Reimbursement Request Forms for travel reimbursement must be submitted on a timely basis and must be within the same or next subsequent pay period.