

TRAVEL REIMBURSEMENT

The board believes that in order to continue an effective school operation, the district should be represented in meetings at the state and national levels which are designed to: (1) improve the teaching and learning in our schools, (2) make the school district aware of the latest developments in state and federal legislation and regulations, and (3) improve the management of the school district. Educational conferences serve as one means of providing staff development.

The "travel expense account" form shall be used for all claims (Copy in the County Administrative Procedures Manual). No allowance shall be made except upon sworn itemized statements approved by the immediate supervisor and the superintendent.

Travel Mileage Reimbursement

The county board shall reimburse at the same rate for all employees in that county. The rate of reimbursement shall be at least the lesser of, the federal standard mileage rate and the rate authorized by the travel management rule of the Department of Administration.

Travel Arrangements and Expenses

Meal allowance will be reimbursable based upon actual cost up to the maximum meal per-diem rates, which will be determined in accordance with regulations established by the General Services Administration. Meals will be provided **only** for out of county trips involving an overnight stay (as per IRS Tax Code, Section 162). The per-diem rate will be readjusted at the beginning of each fiscal year as the federal allowance changes.

Reimbursement for lodging expense for approved out of county overnight travel is limited to the actual cost supported by a receipt for the amount paid.

Reimbursement for registration fee is allowable if a receipt supports the cost for the amount paid.

The employee is responsible for canceling travel arrangements and is liable for all cost incurred by the Board, if the proper cancellation is not made.

Reimbursement for expenses for partisan political purposes is prohibited.

Reference: IRS Tax Code, Section 162; WV Code 18A-2-14

DATE: 8/1/11, 2/4/08, 7/01/04