

## Travel Policy

Employees will be reimbursed by the Patrick County School Board for reasonable and necessary expenses incurred in authorized travel, meals, and lodging in School Board interest. Receipts will be submitted for expense incurred other than travel. Travel expenses will be reimbursed at the same rate used by the Commonwealth of Virginia. Members of the central office staff shall receive mileage reimbursement for expense incurred in performance of assigned duties if a county vehicle is unavailable. Maintenance personnel who use personal vehicles in the performance of duties will receive mileage reimbursement. The actual odometer reading must be reported on the travel reimbursement form. Actual odometer reading is determined by recording the odometer reading at the beginning and at the end of the trip and subtracting any personal mileage from the total. The travel route should be the most direct and shortest one possible. The Assistant Superintendent of Operations and Director of Finance may approve set mileage distances for locations or designate mileage from approved websites. There may be times when employees can book their travel via a PO and or the school or departments credit card. Credit cards may also be utilized, when available, to pay for meals while traveling. PO and credit card use should fall within state guidelines, and receipts for all purchases or payments are to be provided.

Business mileage shall be determined from the point of a person's official employment. Travel between home and work is not considered mileage for reimbursement. For an employee who holds two contractual positions, such as a teacher and coach, travel from the teaching work location to the coaching work location is not considered mileage for reimbursement. Claims for reimbursement of travel and business expense shall be made on forms supplied by the School Board Office. Guidelines for Travel within the County Members of the central office staff shall receive mileage reimbursement for expense incurred in performance of assigned duties if a county vehicle is unavailable. Travel by supervisory personnel begins and ends at the school board office. Travel by itinerant teachers begins at the first school visited and ends at the last school visited. Travel by Career and Technical teachers, who visit student job sites for the purpose of coordination, begins and ends at the school. Travel cost by teachers of homebound students is not directly reimbursed.

In effect, travel cost is included in the hourly wage rate of Homebound Teachers, as preferred by the majority of such teachers.

### Guidelines for travel outside the county

1. Attendance by instructional personnel at the following events usually is approved:
  - a. State meetings related to achievement of the annual school division plan.
  - b. Area, regional, and state meetings, sponsored by the Department of Education, which are essential for the supervisor to carry out assigned responsibilities.
  - c. State meetings, sponsored by the Department of Education and held during the summer, for non-supervisory personnel.
  - d. Other meetings, as approved by the division superintendent.

2. School board members are encouraged to attend the following meetings in accordance with Patrick County School Board Policy BHB:
  - a. Capital Conference
  - b. New Chairman/Board Member/Superintendent Orientation
  - c. Hot Topic Conference – SW Virginia
  - d. Hot Topic Conference – Richmond
  - e. School Law Conference
  - f. VSBA Conference on Education
  - g. VSBA Annual Convention in Williamsburg
  
3. Reimbursement Procedures Claims for reimbursement of travel expenses shall be made on forms provided by the school board office. As a general practice, completed forms should be turned in to the School Board Office as of the 20th day of the month, in order to facilitate payment at the next meeting of the School Board. The travel form for June should include travel through June 30 and should be turned in by July 2; travel for November and December should be turned in by early December. Travel outside Patrick County must be approved in advance.
  
4. The Leave Request form should be submitted at least two weeks in advance. If the request is approved, a copy will be returned to the requester. After the trip has been completed, the requester should attach a copy of the travel reimbursement form and submit to the School Board Office. Also, the receipts for registration, lodging, meals, etc. should be submitted. The meal allowance for a day will be the same as allowed by the Commonwealth of Virginia, unless identified and approved in advance. Tip, if any, is considered part of the total meal cost, and should not exceed fifteen percent. Tip should be identified clearly on the meal ticket or receipt. Meal reimbursement may be made for trips involving an overnight stay or if a meal is a planned part or official function of the conference. Lodging allowance is the double rate guaranteed for the conference or the government approved rate. Any exception must have prior approval.

Adopted: December 14, 2017

Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:5, 22.1-296