

RUSSELL COUNTY BOARD OF EDUCATION TRAVEL PROCEDURES

**Form must be signed by employee and principal or director*

***Agenda must be attached*

- 1) Registration Fees
 - a. Registration fees for approved travel will be paid by the school system.
 - b. Conference registration should be submitted at least two weeks prior to registration cutoff date.
- 2) Hotel charges
 - a. Employee will be reimbursed up to the conference rate for the days of the conference only - even if employee chooses to stay at a separate hotel/condo.
 - b. Extra days stayed prior to and/or after conference will be the responsibility of the employee.
 - c. Must provide proof of payment by one of the following:
 - i. \$0.00 balance receipt from hotel
 - ii. Confirmation payment has been received by third party
 - iii. Copy of card statement showing payment was made
- 3) Meals
 - a. Meals for Overnight Travel will be reimbursed on a per diem basis.
 - i. The per diem amount is \$45 per day for overnight travel. The per diem for the first and last day of travel is \$30
 - b. Meals for Single Day Travel
 - i. Individual meals will be reimbursed not to exceed the following amounts
(Must turn in **Original** itemized receipts)
 1. Breakfast – \$5.00
 2. Lunch – \$10.00
 3. Dinner – \$15.00
 - ii. Conference time must require departure prior to 6am for Breakfast and return after 6pm for Dinner (at the discretion of Director and CSFO).
- 4) Mileage
 - a. Employee will be reimbursed for round trip of personal vehicle miles from the location the employee departs or work location (whichever is closer) to location of conference at the current State approved rate.
*** (Preapproved by Director/Principal)*
 - b. Mileage will be reimbursed at the most direct route. (Attach google maps printout)
 - c. Personal travel during course of conference will not be reimbursed.
 - d. Employees should carpool when possible.
 - e. If required to pay parking, you must attach Original receipt.
- 5) Airline Ticket
 - a. If airline ticket is required, the ticket must be purchased by employee and reimbursed once employee returns from conference.
 - b. Must provide documentation showing proof of payment of ticket.

NOTE - DO NOT PAY FOR OTHERS EXPENSES. EMPLOYEES WILL ONLY BE REIMBURSED FOR YOUR OWN TRAVEL EXPENSES.
