



Book	Policy Manual
Section	6000 Finances
Title	Copy of TRAVEL AND PER DIEM
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## 6550 - TRAVEL AND PER DIEM

### A. In-County Travel

Travel on official business performed within Madison County by School Board members, Superintendent, District employees, and authorized persons shall be reimbursed at the [State of Florida District](#) approved rate; said mileage shall be determined by actual odometer reading, if travel performed by personal automobile. Reimbursable in-county travel for Board members is defined as that travel performed to attend any and all meetings where there is a quorum of members required to be present and that travel performed by individual members to conduct specific functions at the explicit instructions of the Board.

### B. Out-of-County Travel

#### 1. In Advance

When approved in advance, expenses for out-of-county travel for Board members, employees, and authorized representatives of the District shall be paid at the [State of Florida District](#) approved rate. Copies of receipts for lodging, transportation, tolls, registration fees, and parking must be attached to the traveler's request for reimbursement.

#### 2. Out-of-County Travel Defined for Board Members

Reimbursable out-of-county and out-of-state travel for Board members is defined as that travel approved in advance for the specific Board member to attend meetings or to conduct specific functions. If prior approval at a Board meeting is not possible in time to attend a meeting, the Chairman may grant approval contingent upon Board approval at the next meeting.

### C. Advancement of Funds for Travel

#### 1. Approve

Upon approval of the principal or division head, employees and authorized representative of the Board may receive advancements for approved travel. Such advancements shall be limited to plane or other public transportation tickets, vehicle rental, lodging, and documented registration fees for the period covered by an appropriate leave form. Prior to receipt of advancement, the employee or authorized representative shall:

- a. have written authorization for both the travel and advancement from the appropriate supervisor;
- b. agree to repay all amounts of the advancement that are in excess of the documented expenditures which would otherwise be eligible for reimbursement under these policies;
- c. agree to provide receipts for lodging, registration, and actual odometer readings within five (5) working days upon return.

## 2. Advancement

Schools may make advancements from internal accounts and request reimbursement from budgeted funds following actual travel.

### D. Travel Costs Paid or Reimbursed from Federal Funds

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the administrator of general services, or by the president (or his/her designee), must apply to travel under Federal awards.

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Last Modified by Sam Stalnaker on January 10, 2018