

CHAPTER 7.00 - BUSINESS SERVICES

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7.16* - Authorized Travel Expenses

POLICY:

Authorized travel for officers and employees of the School Board shall be reimbursed as follows:

(1) In-District Travel

- (a) Travel by an authorized officer or employee within the District shall be reimbursed at the maximum rate established by Florida Statutes for public employees, provided, however that no reimbursement shall be made for travel between an employee's home and his/her official headquarters.
- (b) Employees of the School Board whose job descriptions require travel to adjoining counties to visit work sites or homes of District students shall be considered as in-county travel for all purposes.

(2) Out-of-District Travel

(a) One-Day Trips

Expenses by officers or employees on authorized school business which require less than twenty-four (24) hours shall be reimbursed for travel and meals at the maximum rate established by Florida Statutes for public employees.

(b) Overnight Trips

Expenses by officers or employees on authorized trips requiring absence overnight or in excess of twenty-four (24) hours shall be reimbursed, at their option, either per diem or for travel, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills thereof, and meals at the maximum rate established by Florida Statutes for public employees. Travel shall be the most economical route or method.

(3) Mileage shall be computed as follows:

(a) In-District

In accordance with the District's mileage schedule or the odometer reading from the point of departure to point of destination plus vicinity mileage.

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(b) Out-of-District

Pursuant to the mileage chart established on the official state road map plus vicinity mileage.

(4) Vicinity Mileage

Vicinity mileage necessary to conduct official business is allowable but must be recorded on a separate line on the travel voucher.

- (5) Travel shall be coordinated when more than one (1) traveler is going to the same destination at approximately the same time, if practical. Mileage reimbursement for travelers who choose not to car-pool shall be prorated, between drivers, based on the number of travelers transported. Persons traveling to the same meeting are encouraged to travel together. Should they travel separately, payment for mileage will be made on a partial basis based on four (4) people per vehicle for the full allowance. Example: Four (4) teachers are traveling to an authorized meeting outside the county. Should one (1) travel by himself/herself, he/she would receive one-fourth of the full allowance and the driver of the other vehicle with three (3) people would receive three-fourths of the full allowance. Any exception to this rule shall have advance approval from the Superintendent or his/her designee, and shall be based on a written request stating the extenuating circumstances to be considered in making the exception.
- (6) Reimbursement may be requested for taxi and ferry fares; bridge, road, and tunnel tolls; storage and parking fees; communication expense and convention registration fees when properly supported by receipts. No reimbursement may be authorized for gratuities. Reimbursement for registration fees shall be reduced by the value of any lodging or meals which are included.
- (7) A purchase order may, if practical, be issued and processed through the District Office when a common carrier such as bus, train, commercial airline or rental vehicle is used. Air travel shall be used when practical, using airlines on state contracts if available.
- (8) Authorized employees traveling extended distances in a District-owned vehicle shall check out a credit card from the District Office.
- (9) Voucher for reimbursement of traveling expenses must be submitted for reimbursement no later than sixty (60) calendar days after return from the initial trip; except that all vouchers must be submitted by June 30th of the current fiscal year.

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- (10) All out-of-district travel by School Board members shall have approval of the School Board; all out-of-district travel that **exceeds \$500** requires prior approval by the district school board to confirm that such travel is for official business of the school district and complies with rules of the State Board of Education. Any request for travel outside the state must include an itemized list detailing all anticipated travel expenses, including, but not limited to, the anticipated costs of all means of travel, lodging, and subsistence. The official headquarters of each School Board member shall be his/her place of residence and all in-district travel, including travel to and from School Board meetings, shall be computed on this basis.

STATUTORY AUTHORITY:

1001.41 (2), 1001.42 (17), F.S.

LAWS IMPLEMENTED:

112.061; 1001.39, F.S.

STATE BOARD OF EDUCATION RULE:

6A-1.056

HISTORY:

Adopted: 06/17/97
Revision Date(s): 11/17/98, 12/03/02,
7/30/19
Formerly:

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