

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Travel

Series: G47

Reference: W. Va. Code §18A-5-4

Issued: 07.01.92

Revised: 07.20.2000; 10.20.2005 01.18.2018

Revision Number: 4

Page 1 of 4

47.01 In-State Travel. In-state travel costs will be reimbursed only for travel necessary for the proper conduct of Kanawha County School business.

47.02 Filing Claims for Reimbursement After Returning From In- State Trips. Expense claims, on Form AD-2, for in-state travel shall be filed within 10 days after completion of trip. In-county expense for mileage shall be filed monthly and by the 10th of the month following such expense. All expenses shall be itemized, including board paid transportation. After expense itemization is totaled, credit for Board paid transportation and/or other advances shall then be itemized and totaled. The difference of the total itemized expense less the total itemized credit shall then be indicated as the net amount finally due to the employee or the Board of Education. *A claim form must be completed even if the expense equals the cash advance.* Daily allowances for in-state travel shall be subject to:

47.02.1 Meals: Employees shall be provided a per diem reimbursement equal to the General Services Administration's Per Diem Rate for Meals and Incidental Expenses for the city or location to which the employee is traveling. Meal expenses will be reimbursed only when the employee is away from home overnight. On an overnight trip meal reimbursement will be allowed on both the day of departure and the day of return; provided, however, the allowable reimbursement is limited to 75% of the GSA per diem rate for the first and last days of travel.

47.02.2 Transportation: Reimbursement will be made for the actual cost of bus, rail or air travel. A receipt for the amount paid for airplane tickets and other commercial transportation must be submitted with the expense account. The mileage allowance for use of privately owned vehicles engaged in Kanawha County School business will be at the "Standard Mileage Rate" published by the

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Page 2 of 4

Internal Revenue Service, plus parking and garage fees, when applicable. *Note: County vehicles must be used for in-state travel when they are available. If two or more employees are to travel to the same destination, they should travel together.*

47.02.3 Lodging: Employees traveling on Kanawha County School business will be reimbursed in an amount equal to their actual hotel bills for lodging. No reimbursement will be made for hotel charges for radio, television, laundry or valet charges. A receipt for the amount paid for hotel rooms must be submitted with the expense account.

47.02.4 Registration Fees: Registration fees at meetings or conferences must be supported by a receipt.

47.02.5 Tips and Gratuities: Tips or gratuities shall not exceed fifteen percent (15%) of the cost of allowable hotel charges and meals.

47.03 Out-of-State Travel. Out-of-state travel costs will be reimbursed only for travel deemed necessary for the proper conduct of Kanawha County School business and must be approved 30 days in advance by the Deputy, Associate or Assistant Superintendent, and the Kanawha County Board of Education.

47.04 Filing Claims for Reimbursement After Returning From Out of State Trips. Expense claims, on Form AD-2, for out-of-state travel shall be filed within 10 days after completion of trip. After expense itemization is totaled, credits for Board paid transportation and/or other advances shall then be itemized and totaled. The difference of the total itemized expense less the total itemized credits shall then be indicated as the net amount finally due to the employee or the Board of Education. *A claim form must be completed even if the expense equals the cash advance.* Daily allowances for out-of-state travel shall be as follows:

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Revision Number: 4

Page 3 of 4

47.04.1 Meals: Reimbursement will be made for the *per diem* costs of meals while away from home overnight. (See Section 47.02.1 hereof)

47.04.2 Transportation: Reimbursement will be made for the actual cost of bus, rail or air travel. The mileage allowance for use of privately owned vehicles engaged in Kanawha County School business will be at the “Standard Mileage Rate” published by the Internal Revenue Service, plus parking and garage fees, when applicable. *Note: Reimbursement for travel in a privately owned vehicle shall not exceed the cost of available air transportation.*

47.04.3 Lodging: employees traveling on Kanawha County School business will be reimbursed in the amount equal to their actual hotel bills for lodging. No reimbursement will be made for hotel charges for radio, television, laundry and valet charges. A receipt for the amount paid for hotel rooms must be submitted with the expense account.

47.04.4 Registration Fees: Registration fees at meetings or conferences must be supported by a receipt.

47.04.5 Tips and Gratuities: Tips and gratuities shall not exceed fifteen percent (15%) of the cost of allowable hotel charges and meals.

47.05 Cash Advances. Cash advances for approved out-of-county travel expenses will be honored by the Accounting Department providing ten days’ notice is furnished. The cash advance request is to be accompanied by a copy of the fully approved travel authorization. Cash advance requests are to be made in memorandum form to the Director of Accounting. The employee should cash his/her travel advance check and use the cash advance monies to pay for the airplane ticket, registration, lodging, etc. Purchase orders may not be obtained for the purchase of airplane tickets, registration, or lodging. Airplane tickets, registration, lodging, etc., may not be charged to the Kanawha County Board of Education.

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Page 4 of 4

47.06 Miscellaneous.

47.06.1 Expenses for personal service such as laundry, personal telephone calls, valet service, entertainment, insurance, etc., are not allowable.

47.06.2 Expenses for meals and lodging incurred while in Kanawha County are not eligible for reimbursement.

47.06.3 If more than one employee seeks to attend a training opportunity or conference, an analysis shall be performed that compares the total cost, including the costs of substitutes, attending such travel, with the cost of providing a similar opportunity within the county.

47.07 Spouses Accompanying Employees on Official In-State or Out-of-State Business. When spouses accompany employees on in-state or out-of-state business which involves overnight stays, they shall be subject to the following regulations and limitations:

47.07.1 Kanawha County Schools will reimburse the employee only for the cost of the employee's lodging expense.

47.07.2 The employee is responsible for meals, travel and other miscellaneous expenses of the spouse.

47.07.3 Where spouses accompany employees on such trips, it is the responsibility of the employee to provide accident insurance coverage.