

REIMBURSEMENT FOR BUSINESS TRAVEL

Date Approved: 11/17/2004 Policy Number: 8620

Rescinds Policy Number: DJD, DJD-R, DJD-E, GDRF, Issued: 11/03/1980
GCRE, GBRF, CGPD, CEF, BBBE

Orange County Schools employees shall be reimbursed for transportation, subsistence, or registration expenses incurred while traveling on official business. Reimbursement must be authorized in advance by the Superintendent or designee. All reimbursements are contingent upon funds available. The State of North Carolina has established policies and procedures, which apply to all business travel, paid from state and federal funds. In order to minimize confusion, the Orange County Board of Education adopts the same policies and procedures to apply to the local funds under its control, with the following five exceptions:

- Meal costs incurred by the members of the Board of Education or the Superintendent may be reimbursed from local funds, when the expenditure is properly supported by actual receipts at a higher amount than the flat rate established by the state for that type of meal.
- Excess lodging costs may be approved by the Superintendent.
- The Superintendent may approve using local funds to provide a meal to participants in officially approved and/or sponsored activities when the state regulations would not permit state funds to be used to provide a meal.
- The Superintendent may approve reimbursing from local funds certain incidental costs of travel that are not normally reimbursable from state funds.
- The mileage reimbursement rate used by Orange County Schools will automatically rise if the reimbursement rate used by the State of North Carolina rises.

Advance Approval Required for Travel

Costs projected to be incurred by an employee as a result of travel on school business or attendances at a professional meeting are to be approved in advance by the employee's immediate supervisor. If the travel is out-of-state, the Superintendent must also approve the proposed travel in advance of the trip being taken. In approving travel requests, the supervisor shall not exceed the amount budgeted for such purposes without securing the written authorization of the Superintendent. Reimbursable travel expenses may include food, lodging, registration, transportation, and other business-related costs. If travel includes the use of a personal car to drive out of state on authorized school business, the reimbursement for mileage expenses incurred shall not exceed the total for round-trip, regular coach air fare to the same destination, plus other normal, usual, transportation related expenses at the meeting site. Use of an Orange County Schools owned vehicle to attend an out-of-state business meeting must be approved in advance by the Superintendent. Travelers are encouraged to make special arrangements, which will save public funds. No reimbursement shall be authorized for travel between the employee's residence and usual work location.

Deadline for Filing Request for Reimbursement or Travel Reconciliation

Employees must file a request for reimbursement of all travel-related expenses within 30 days after the end of the month in which the travel occurred unless the Superintendent specifically approves an extension of the deadline for that individual. **Any requests for reimbursement received after this deadline will not be processed for payment** unless an extension of time to file the request has been approved by the Superintendent. This deadline does not apply to mileage reimbursements, which would amount to less than ten dollars (\$10.00) for a given month; such low-volume mileage reimbursements must be filed at least quarterly (within 30 days after the end of the calendar quarter) to be eligible for reimbursement.

Documentation Required

Receipts are not required for meals, which will be reimbursed at the state-approved flat rates. Receipts are also required for registration and material fees and any other incidental fees.

Legal Reference: G.S. 115C-36 and -47