



Clayton County Public Schools Travel Regulations

Employees are permitted to request reimbursement for travel expenses incurred while on official business for the county. The guidelines for such reimbursements are outlined below. Please note that any documentation and/or authorizations outlined here also apply to travel expensed on individual T-cards (travel cards).

All travel must be preauthorized by a department head in the system AS-400 including funding and administrative approval. Employee reimbursement requests must be submitted within **30 days of travel on the Employee Expense Statement** accompanied by all supporting documentation. Employees should maintain the **original receipts** for all applicable expenses to include lodging, airfare, tolls, parking fees, etc. The employee must submit a notarized statement for any lost receipts to be reimbursed. In the event Accounts Payable finds abuse of this procedure, we do reserve the right to withhold any reimbursement not accompanied by the original receipt.

MEALS

- To be reimbursed for meals, the employee must be in travel status for at least 13 hours.
- The employee **must include departure date/time and return date/time** on the expense statement to determine meal reimbursement.
- Meals are reimbursed as shown below. The rates shown below represent the maximums. Meals are reimbursed at a higher rate for designated high-cost areas.

The high cost areas are only: Metro Atlanta (Cobb, Dekalb, Fulton, and Gwinnett Counties)

Chatham County (Brunswick, St. Simon, Jekyll Island, etc.)

Glynn County (Savannah, etc.).

Meals*	Standard	High Cost	Additional Requirements
Breakfast	6.00	7.00	Departure before 6:30 AM
Lunch	7.00	9.00	Departure before 11:00 AM, Return after 1:30 PM
Dinner	15.00	20.00	Departure before 5:30 PM, Return after 7:30 PM
Total	28.00	36.00	*Must be in travel status 13 hours)*



MILEAGE

- The mileage reimbursement rate is **0.555 cents** per mile as of **April 17, 2012**. You must **provide beginning and ending odometer readings** to be reimbursed for mileage.
- All normal commuting miles should be deducted from the mileage calculation unless trip is calculated from the employee's primary business location.
- Employees, who receive a travel allotment, will be eligible for mileage reimbursement when your trip requires **more than 50 miles one way**. Please note that Clayton County Public Schools follows the mileage reimbursement rate designated by the State Travel Regulations.

LODGING

- Employees must travel 50 miles from their headquarters or residence to be eligible for lodging reimbursement.
- The in-state lodging rate is **\$70.00** and the out-of-state rate is **\$85.00**.
- Employees are required to present the hotel/motel tax exempt form for all in-state travel.
- Employees should make every effort to share rooms when 2 or more employees are traveling to the same location/event.
- An **itemized copy** of the bill must be submitted for reimbursement.

ORIGINAL SUPPORTING DOCUMENTATIONS



<u>Expense</u>	<u>Required Documentation</u>
Registration	Paid receipt
Meals	No Receipts Required-Cannot exceed Per Diem Rates
Mileage	Beginning and Ending Odometer readings
Lodging	Itemized "paid" original copy of bill
Airfare	Itemized "paid" original copy of bill
Car Rental	Itemized "paid" original copy of bill
Other	Paid receipt



TRAVEL ADVANCES

Certain travel expenses are eligible for a travel advance. Please see below for details.

- Travel advances will be granted at **75 percent** of the estimated expenses that a traveler is expected to incur in connection with authorized travel for official school business.



(For the purpose of travel advances, the allowable expenses are limited to meals and lodging STANDARD RATES. Transportation is limited to airfare travel (providing an airline copy of "lowest" rate at the time of booking). Airfare advance cannot be considered for review without a confirmed copy of airline rate.

- All travel must be preauthorized by the employee's department head and shall not exceed or conflict with reimbursement rates and requirements as outlined in the State of Georgia Travel Regulations.

- To receive the advance, the employee must submit the Travel Advance Authorization along with an approved travel authorization at least **two weeks prior to the date of travel**.

• Upon completion of travel, **the employee has 30 days to submit reconciliation** in the form of an expense statement with all supporting documentation for expenses actually incurred.

- If the actual expenditures are greater than the travel advance, an amount equal to the difference will be issued to the employee.
- If actual expenditures do not exceed the amount of the travel advance, the employee is liable to the county for this difference. The amount due should be remitted by the employee with the expense statement. If an employee neglects to **submit an expense statement within the 30 days, the amount of the full advance can be withheld from the employee's earnings**.