



Clayton County Public Schools Travel Regulations (REVISED - 02/19/20)

Employees are permitted to request reimbursement for travel expenses incurred while on official business for the county. The guidelines for reimbursements are outlined below. These procedures are also applicable to travel expensed on CCPS issued Travel cards .

All travel must be preauthorized in the system AS-400 , to including funding and administrative approval. Employee reimbursement requests must be submitted within **30 days of travel using an Employee Expense Statement** accompanied by all required documentation. Employees must maintain **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. *Accounts Payable reserves the right to withhold any questionable reimbursement not accompanied by the original receipt.*

MEALS- IN STATE

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.

The rates shown below are the maximum allowance for reimbursement. Meals are reimbursed at a higher rate for the designated high-cost areas listed below . ***If the conference is providing a meal, reimbursement is not allowable for that meal even if you choose not to have it.**

High cost areas in GA are limited to the following Counties: Metro Atlanta (Cobb, DeKalb, Fulton, and Gwinnett), Glynn County (Brunswick, St. Simon, Jekyll Island, etc.), Richmond County (Augusta), and Chatham County (Savannah, Tybee Island, 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



MEALS- OUT OF STATE

Meals*	Standard	Additional Requirements
Breakfast	7.00	Departure before 6:30 AM
Lunch	11.00	Departure before 11:00 AM, Return after 1:30 PM
Dinner	23.00	Departure before 5:30 PM, Return after 7:30 PM
Incidentals	5.00	
Total	46.00	*Must be in travel status 13 hours



MILEAGE

The mileage reimbursement rate is **\$0.575** per mile as of **January 1, 2020**. 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.

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.

For the purpose of travel advances, the allowable expenses are limited to meals and lodging **STANDARD RATES**. Transportation is limited to air line travel . (Provide a copy of your confirmed, “lowest rate” at the time of booking , airline reservation .)

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.

Travel advance rates will be calculated using the in-state lodging rate of \$70.00 and the out-of-state rate of \$85.00.

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.**