## Overnight Travel - Reimbursement of Expenses

Expenses for approved business travel shall be reimbursed in accordance with Board Policies and Superintendent Rules 3126 and 3127

### Criteria:

### Responsibility:
Controller, Fiscal Manager of Accounting

### Procedures
Prior approval of overnight travel must be obtained from the Superintendent. This approval authority may be delegated to the Chiefs, associate/assistant/community superintendent’s, executive directors, or other managers.

1. **Lodging – Overnight Travel**

   Employees and board members (employees) on approved overnight travel shall be reimbursed for actual hotel lodging expenses (room charge and applicable taxes). Original receipts are required for all lodging reimbursements.

2. **Meals – Overnight Travel**

   A. Employees on approved overnight travel shall be reimbursed at the published Federal General Services Administration daily per diem rate for meals and incidentals for the dates of travel for the city where the conference, convention, or other Board business is conducted. All incidental expenses are included in the daily per diem rate, including, but not limited to, laundry, dry cleaning and tips.

   B. For the day of departure and day of return, employees shall be reimbursed at 75% of the regular daily rate for the applicable day.

   C. When meals are included in the conference’s registration fee, the daily meals per diem reimbursement
must be reduced for the meals provided (25% for breakfast, 25% for lunch, 50% for dinner).

D. Receipts are not required for reimbursement of meals and incidentals based on per diem rates.

E. Because employees are reimbursed for meals in accordance with established per diem rates, board-issued credit cards shall not be used to purchase meals while on overnight travel.

F. Reimbursements shall be requested on Overnight Travel Reimbursement Request forms issued by the Office of Accounting. Copies of the written approval for overnight travel and any applicable conference agenda must be attached.

3. Registration Fees

Registration fees for approved conferences and staff development activities are reimbursable.

4. Overnight Transportation

A. All airline, train, and other commercial travel reservations must be made at economy or comparable class. If a staff member elects to drive his/her car and this results in greater cost than the round trip economy class air travel, reimbursement will be made on the lower of the two costs. Staff who receive a monthly auto stipend may be reimbursed for mileage only if the trip is more than 100 miles from their home office. Staff members are encouraged not to use parking facilities at the home airport for extended periods of time. Costs of flight insurance are not subject to reimbursement.

B. Staff shall be reimbursed for car rental and fuel, shuttles, taxis and other transportation costs when on approved overnight travel. Costs of insurance on rental cars are not subject to reimbursement. Receipts should be obtained for all transportation costs and are required for any item over $25.

C. Necessary toll charges and parking fees that are required because of official travel are reimbursable. Receipts should be obtained whenever possible. Receipts are required for overnight parking.
5. Telephone and Internet Service

Telephone or internet services that are a requirement of the employees’ assignment are reimbursable. Receipts must be submitted for these charges. Employees receiving cell phone stipends are not eligible for reimbursement of telephone expenses. Employees receiving cell phone data plan stipends are not eligible for reimbursement for internet access. Employees are only eligible for reimbursement of telephone expenses if their personal cell phone bill exceeds their standard monthly plan charges. Copies of the phone bill showing the calls must be submitted with the reimbursement request.

6. Reimbursements

A. Reimbursement for travel expenditures shall be requested on the NON-ROUTINE OVERNIGHT BUSINESS TRAVEL REIMBURSEMENT VOUCHER. Copies of the written approval for overnight travel, travel/conference agenda, and any required receipts and other documentation must be attached.

B. All expenditures/reimbursements must be approved by the appropriate account manager. Any reimbursement to an account manager must be approved by the account manager’s supervisor (e.g. reimbursement to a principal must be approved by their community superintendent or executive director).

C. No travel expenses will be paid by those seeking to do business with the Baltimore County Public Schools prior to obtaining a contract from the Board of Education. Vendors should specify in the contract any costs for travel and training.

D. No travel expenses will be paid for spouses and/or family members who accompany Board members, employees, or volunteers.

E. No Board member, employee, or volunteer shall receive personal financial benefit from travel paid for by the Baltimore County Public Schools. Once obligations of work-related travel have been met,
any expenses incurred through the extension of time or travel, which result in personal benefit, will be assumed by the individual.

Revised: August 2021