Baltimore County Public Schools  
Controller’s Office of Accounting  
Procedures

Reimbursement of Local Travel and Miscellaneous Expenses

Employees and board members (employees) may be reimbursed for local non-overnight business travel and for pre-approved out of pocket expenses when other established procedures for making the purchase cannot be used (i.e. procurement cards, purchase requisitions, disbursement requests).

Criteria: Board Policies and Superintendent Rules 3126, Expense Reimbursement, and 3127, Travel; Internal Revenue Service mileage reimbursement rate.

Responsibility: Controller, Fiscal Supervisor of Accounting

Procedures

Employees may be reimbursed for local non-overnight travel expenses such as mileage, tolls, parking, and other related expenses by submitting an approved ROUTINE BUSINESS TRAVEL REIMBURSEMENT VOUCHER, with necessary receipts attached, to the Office of Accounting.

1. Registration Fees

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

2. Transportation – Mileage, Tolls, and Parking

A. The necessary use of the employee’s personal car for transportation on school business shall be reimbursed at the Internal Revenue Service standard mileage rate. Necessary use shall consist of the following:

1. Attendance at meetings called by the Superintendent, the superintendent’s staff, assistant superintendents, directors, managers, coordinators, supervisors and other appropriate authorized personnel.

2. Banking, post office business, checking school bus stops and other transportation necessary to the functioning of the system. Transportation reimbursement must be approved by the principal or supervisor.

3. Attendance at approve professional development, conferences and events. Staff that receive a monthly auto
stipend may only be reimbursed for mileage if the destination is more than 100 miles from their home office.

4. Employees should make every effort to pool their transportation in order to reduce costs. Those who travel frequently should inquire as to the availability of a pool car from the Office of Transportation. If a pool car is available, reimbursement may not be allowed.

B. Reimbursements shall be requested on Routine Business Travel Reimbursement forms issued by the Office of Accounting. Reimbursement shall be approved by the immediate supervisor. No reimbursements of less than fifteen dollars ($15.00) will be paid to an employee during any six-month period; except that the final reimbursement for any fiscal year may be for less than fifteen dollars ($15.00), as long as such request for Reimbursement is received by the Office of Accounting by July 15.

C. When computing daily mileage, the employee’s normal round-trip commuting distance shall be subtracted from the total daily mileage.

D. All mileage is reimbursable for employees whose duties require response to an emergency from a location other than work.

E. Necessary toll charges and parking fees that are required because of official travel are reimbursable. Receipts should be obtained whenever possible.

3. Telephone

Telephone calls that are a requirement of the employees’ assignment are reimbursable. Employees using personal cell phones for supervisor approved school system business are eligible for reimbursement only when their total monthly cell phone bill exceeds their standard minimum monthly rate. Itemized phone bill receipts must be submitted for these charges. Employees receiving cell phone stipends are not eligible for reimbursement of telephone expenses.

4. Meals – Non-Overnight Travel

There are times when employees are required to travel to attend meetings which do not require overnight lodging. If official
travel causes an employee to be absent from home before 6 a.m. or after 7 p.m., the cost of breakfast or dinner is reimbursable.

5. Miscellaneous Expenses

Employees may be reimbursed for approved out-of-pocket business expenses when other established procedures for making the purchase cannot be used (i.e. procurement cards, purchase orders, disbursement requests). Reimbursement should be requested using the CHECK/REIMBURSEMENT REQUEST FORM approved by the appropriate account manager with appropriate receipts attached.

6. Approval of Reimbursements

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 Executive Director).

Revised: October 2021