

## **CHAPTER 7.00 - BUSINESS SERVICES**

**7.14\***

### **AUTHORIZED TRAVEL EXPENSES**

#### **POLICY:**

Authorized travel for officers and employees of the School Board for which funds are budgeted shall be reimbursed as follows:

- (1) In-District Travel. Travel by an authorized officer or employee within the District shall be reimbursed at the maximum rate established by Internal Revenue Service, provided, however, that no reimbursement shall be made for travel between an employee's home and his/her official headquarters. A Board member's home is understood to be his/her official headquarters.
- (2) Out-of-District Travel.
  - (a) One-day Trips. Expenses by officers or employees on authorized school business which require less than one (1) day shall be reimbursed for travel at the maximum rate established by the Internal Revenue Service and meals at the maximum rate established by Florida Statutes for public employees.
  - (b) Overnight Trips. Expenses by officers or employees on authorized trips requiring absence overnight or in excess of twenty-four (24) hours shall be reimbursed for lodging and meals at the maximum rate established by Florida Statutes for public employees and for travel at the maximum rate established by Internal Revenue Service.
- (3) Mileage shall be computed as follows:
  - (a) In-District. In accordance with the District's mileage schedule or the odometer reading from the point of departure to the destination.
  - (b) Out-of-District. Pursuant to the mileage chart established on the official state road map plus vicinity mileage incurred for business purposes only.

**CHAPTER 7.00 - BUSINESS SERVICES**

- (4) Travel shall be coordinated when more than one (1) traveler is going to the same destination at approximately the same time, if practical.
- (5) Air travel shall be used when practical, with an appropriate documentation of quotes attached to reimbursement.
- (6) Reimbursement may be requested for tolls, taxies, and registration fees when properly documented. No reimbursement may be authorized for gratuities. There will be no reimbursement for any meals or lodging which are included in the registration fee.
- (7) The Superintendent or designee is authorized to approve monetary advances for anticipated travel expenses for persons who are traveling on the School Board's behalf and whose responsibilities require extensive travel from the District. The financial advancement shall not exceed eighty percent (80%) of the anticipated cost of each trip.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 112.061; 1001.39; 1001.43, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.056

History:

Adopted: January 14, 1999 Revision Date(s): October 7, 2003; November 22,2005; November 21, 2006 Formerly:
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