

Clayton County Public Schools

Travel Regulations (Revised 2/9/2022)

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 and submitted with the request to include funding and administrative approval. Employee reimbursement requests must be submit within **30 days of travel using an Employee Expense Statement** accompanied by all required documentation. Employee 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.

MEAL REIMBURSEMENT

The state has increased Meal Per Diem rates and removed high-cost cities. Adjusted meal per diem rates for the first and last days of travel are applicable. This rates apply to out of state travel as well.

MEALS	RATE	ADDITIONAL REQUIREMENTS
Breakfast	13.00	Departure before 6:30 am
Lunch	14.00	Departure before 11:00 am, Return after 1:30 pm
Dinner	23.00	Departure before 5:30, return after 7:30 pm
Total	50.00	Must be in travel status 13 hours

MILEAGE

The mileage reimbursement rate is \$.585 per mile as of January 1, 2022. **You must provide beginning and ending odometer readings in order to be reimbursed.** All normal commuting miles should be deducted from the mileage calculation unless the trip is calculated from the employee’s primary business location. If the employee is traveling on a non-work day mileage may be calculated from the employee’s residence.

Employees who receive a travel allotment, will be eligible for mileage reimbursement when your trip requires **more than 50 miles on way.** Please note that Clayton County Public Schools follows the State Travel Regulations for mileage reimbursement.

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.

An itemized copy of the bill must be submitted for reimbursement.

ORIGINAL SUPPORTING DOCUMENTS

<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 travel advance.

For the purpose of travel advances, the allowable expenses are limited to meals and lodging STANDARD RATES. Transportation is limited to airline travel. A copy of the confirmed “lowest rate” ticket at the time of booking must be provided.

Travel advances will be allowed at 75% of the estimated expenses that the traveler is expected to incur in connection with the authorized travel. 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.

In order to receive the advance, the request must be submitted at least two weeks prior to the date of travel. The approved travel authorization must accompany the request.

Upon completion of travel the employee has 30 days to submit the reconciliation in the form of an expense statement with all supporting Documentation for actual incurred expenses. If the actual expenditures are greater than the travel advance, the difference will be issued to the employee. If the expenditures are less than the advance the employee should remit the difference to Accounts Payable within 30 days. Any amount due the school district that is not returned in a timely manner may be deducted from the employee’s paycheck.

