

**TITLE: Travel**

State Board of Education Ref: 18-5-4, 18-4-9, 18-5-32, 18-8-4, 18A-5-4, 18A-5-4a

The Board of Education of the County of Gilmer, is of the opinion that in order to continue a superior school system it is important for the school system to be represented in meetings at the state and national level, which are designed to: 1) Improve the teaching and learning in our schools, 2) make the school system aware of the latest developments in state and federal legislation and regulations, and 3) improve the management of the school system.

Educational conferences serve as one means of providing in-service education for the personnel who participate. The participants, upon returning, have the responsibility of sharing with other employees of the Gilmer County Board of Education information gained from the meeting. The number of employees attending any one conference shall be limited to as few in number as can effectively cover all the important areas the conference has to offer.

The Board recognizes that travel to certain educational conferences and conventions to provide staff members with an opportunity to keep abreast of the latest developments and trends in the field of education is important. The Board also recognizes that attendance is requested and sometimes require frequent travel outside the school district, and that daily travel within the school district, and that daily travel within the school district is necessary for certain employees to carry out their responsibilities.

The policies contained herein are made in accordance with sound business practices and under the following references of the Code of West Virginia.

**18-5-4 Board of Education**

Members shall also be paid, upon the presentation of an itemized, sworn statement for all necessary traveling expense, including all authorized meetings incurred on official business at the order of the board.

**18-4-9 Superintendent of Schools**

The board may reimburse the superintendent from the current expense fund for all reasonable and necessary travel expenses actually incurred in the performance of his official duties. But no allowance shall be made except upon sworn itemized statements.

**18-5-32 Assistant Superintendent, Directors/Supervisors of Educational Activities**

The county board of education shall have the authority to reimburse such employees for their necessary traveling expense upon presentation of a monthly itemized, sworn statement approved by the county superintendent.

18-8-4 Attendance Director

The county board of education shall have the authority to reimburse such employees for their necessary traveling expenses upon presentation of a monthly, itemized, sworn statement approved by the county superintendent.

18A-5-4 Teachers

". . . Further, the board is authorized to pay all or any part of expenses of any personnel whom it may designate to represent the board at any such professional or educational meetings or in visitation to another school system." (Inclusive of home visitation)

18A-5-4a Auxiliary and Service Personnel

". . . Further, the board is authorized to pay all or any part of the expenses of any personnel whom it may designate to represent the board at any such educational conventions, conferences or school service meetings or in visitation to another school system.

"the prevailing rule for determining whether a travel expense is reimbursable has been that:

1. Funds are available to meet the cost;
2. The total expense is reasonable;
3. The travel is associated with the performance of duties;
4. The benefits are commensurate with the cost;
5. The benefits primarily accrue to the function (job) rather than the person."

The regulations and policies contained herein will govern travel and travel expense reimbursement for all employees of the Board of Education of the County of Gilmer traveling on official business for the Board.

## TRAVEL REGULATIONS

### General Instructions:

The standard form, "Traveling Expense Account" will be used for all claims for traveling expense. All expenses shall be itemized in detail and no items shall be designated as miscellaneous. The purpose of each trip and the name of each person and/or school visited shall be noted on the back of each form. Expense accounts must be signed by the employee before submission to the Finance office for payment. State law requires expense accounts to be filed at the end of each month.

Traveling Within the County:

- A. Travel reimbursement within the county will be made for mileage allowances at the rate set by the Federal Government" . . . personal vehicle for business use. Detailed itemization on places visited and reasons therefore must be shown. Mileage charged shall be that shown on the accompanying "Distance Tables" or employee may record actual odometer readings for distances not shown on the Tables.
- B. Reimbursement for travel expense for commuting purposes is not permitted except where an employee is required to drive additional mileage within the work day.
- C. When state meetings are held, reimbursement will be allowed for the registration fee (if any) and banquet (if any) if the employee has followed the steps outlined in A below.

Travel Without the County

A. Authorization

Prior authorization must be secured for out-of-county trips. The "Request for Out of County Travel Authorization" should be submitted to the county superintendent for approval at least fourteen days prior to the proposed travel, for Board approval. (With exceptions.)

All out-of-state travel requests for employees (including principals and others whose travel is paid from quasi-public funds) shall be approved by the Board of Education.

- \* The federal government sets mileage allowances yearly for their employees. The federal allowance will be utilized in the formulation of the March budget and placed in effect July 1st of the fiscal year. The employees of Gilmer County Schools will be paid at the rate set for federal employees.

This allows for . . .

- Yearly up-date based on federal figures,
- prudent financial planning, and
- time restraints on incorporation of payment.

effective: July 1, 1994

B. Transportation:

Reimbursement for transportation will be limited to the actual cost supported by ticket stubs or other appropriate documentation based on the most direct and practical route possible. Mode of transportation shall be that which is most efficient and economical to the school district.

Federal Excise Tax - As a governmental unit, the county is not exempt from federal excise tax on transportation.

Privately-Owned Vehicles - Mileage allowance for use of privately-owned vehicles engaged in county business will be at the rate set by the federal government \* . . . personal vehicle for business use. Cost of parking and garage fees, as well as turnpike and bridge tolls will also be allowed on out of county trips. However, reimbursement for travel to and from a destination outside the county (mileage, hotel and meals) shall not exceed the tourist class fare by commercial airlines.

C. Subsistence:

1. Lodging - All persons traveling on county business will be reimbursed in an amount equal to their actual hotel bill (excluding personal items). A receipt for the amount paid for hotel room must be submitted with the expense account.

Reimbursement for hotel expenses shall not be made for an employee's spouse. In case of double occupancy with spouse, hotel reimbursement will be on the basis of single occupancy rate. Where single occupancy rate has not been definitely established and such submitted with the affidavit, reimbursement will be made at 80% of double occupancy rate.

2. Meals - Cost of meals is to be shown separately. On an overnight trip, meal costs will be allowed on both the date the employee leaves home and on the day he returns to the extent that his leaving and arrival time includes such times as is normally utilized for a particular meal. For example, if an employee leaves at 10:00 a.m., and returns the next day at 4:00 p.m., the employee may be reimbursed for his lunch and dinner on the day he leaves and breakfast and lunch costs on the day that he returns. (Cost of meals should be within reason.)

D. Miscellaneous:

1. Items Not Allowed - Reimbursement for tips and gratuities will not be allowed unless included in the charge for meals. Expenditures for laundry, valet service, travel insurance, entertainment, etc., are personal charges and will not be allowed.
2. Long Distance Telephone Calls - Itemized on hotel bill will not be allowed unless the notation is made on the hotel bill that the calls were business and not personal.

E. Duplicate Reimbursement:

Notwithstanding any provision of these rules and regulations to the contrary, no official or employee shall be permitted to receive reimbursement from the Gilmer County Board of Education for any expenses incurred in instances in which such expenses have been paid or are to be paid by any person, firm, corporation, partnership, association, school or any other third party.

DISTANCE TABLE TO ALL SCHOOLS IN GILMER COUNTY  
FROM THE CENTRAL OFFICE  
AT 201 NORTH COURT STREET, GLENVILLE, WEST VIRGINIA

(Round-Trip Figures)

Glenville Elementary	4 miles
Normantown	22 miles
Sand Fork Elementary	14 miles
Tanner Elementary	18 miles
Troy-Elementary	27 miles
Gilmer County High School	2 miles
Calhoun/Gilmer Career Center	30 miles
County Bus Garage	1 mile

p:4126

policy approved 11/11/91

Revised policy for review: 04/11/94

Policy Approved 05/23/94