

## REGULATIONS FOR PRE-APPROVED EXPENSE REIMBURSEMENTS

Predicated upon adequate funding, the Bristol Virginia School Board may reimburse employees traveling on pre-approved, official School System business for reasonable and necessary expenses incurred. Travel expenses will be paid by the employee and then reimbursed upon submission of completed required paperwork and proper documentation. The total cost of lodging, transportation, conference registration, and any other travel costs must be pre-approved by submitting a requisition.

### Transportation

**A system-owned vehicle should be used for approved school business when available.** Preference in the use of system-owned vehicles will be given to employees traveling the greatest distances. If a system-owned vehicle is not available, the private vehicle of an employee may be used and the employee will be reimbursed at the current IRS mileage rate. An employee would not be reimbursed the actual cost of gasoline or other incidental expenses of personal vehicle usage.

Employees of State Operated Programs will not be required to use a system-owned vehicle and will be reimbursed at the current IRS standard mileage rate.

If an employee elects to use their personal vehicle rather than a system-owned vehicle, the employee will not receive mileage reimbursement. School Board Members may receive reimbursement for their use of private vehicles, in transportation for approved school business, based on "the current IRS mileage rate".

Special consideration will be given in regards to obtaining a rental vehicle when air travel is required or when it is not feasible to use a system-owned vehicle. This will be on a case by case basis and must be approved by the Superintendent. If airline travel is approved, baggage reimbursement may be limited.

Guest and/or family members may occasionally travel in a system-owned vehicle if prior approval has been received by the Superintendent. System-owned vehicles must be picked up at the beginning of travel and returned immediately upon return. System-owned vehicles should never be taken home or used to commute to and from your work location unless pre-approved. IRS rules require personal use of vehicles to be added to your taxable income and must be properly monitored.

An employee, who is not an administrator, is not permitted to transport students in a personal vehicle. Administrators must obtain prior authorization.

System-owned vehicles will be fueled and refueled at the transit garage when possible. Each system-owned vehicle is assigned a fuel card, which should be kept in the assigned vehicle at all times. The actual mileage of the vehicle shall be entered for each pump transaction. Fuel cards should not be removed from the assigned car to pump gas into another vehicle. At no time, will an employee's personal vehicle be fueled at the transitgarage.

Employees traveling in system-owned vehicles will be allowed to use a fuel credit card to refuel the vehicle when out of town. The fuel allowance will be \$50 for round trips up to 100 miles and \$100 for round trips greater than 100 miles. It is the responsibility of the individual using the credit card to retain all receipts and return them with the credit card and keys upon returning from the trip. When the vehicle is in town, the refueling should take place at the transit garage. At no time, will an employee's personal vehicle be

fueled using the school system's fuel credit card. Failure to provide receipts for fuel charged to the school system's fuel credit card will result in the employee being responsible for the related charges on the fuel credit card. In these instances, the employee will be required to reimburse the school system for such charges.

Actual parking fees, toll charges, metro fees and required taxi or other transportation costs are allowable for reimbursement. Tickets or receipts should accompany reimbursement requests, when possible. Otherwise, the traveler should document the date, amount and purpose of a charge.

Mileage traveled routinely by the employee between his or her residence and school/office/building is considered a personal expense and will not be reimbursed. Designated employees who travel as part of their assigned duties, such as, teachers assigned to more than one school, may seek reimbursement at the current IRS standard mileage rate.

### **Meals**

**Allowance for Meals.** Meals will be reimbursed at cost when overnight travel is required; however, the maximum total allowance per meal shall be based on the same meal rates as paid by the Commonwealth of Virginia to its employees at any given time. Utilize the calculator at the following website to determine maximum allowances for your destination: <http://perdiemcalc.net/gsa-np/>. On travel departure and return days the meal allowance is calculated at 75%. If a meal is provided by a third party during travel, it will not be reimbursed, even if the employee chooses an alternative. The meal maximum will be on a daily basis of travel and will not be subject to prorating or carry over from one day to the next. Meal allowance rates include all taxes and tips. Detailed meal receipts must be submitted with the travel reimbursement claim form. Meals will not be reimbursed for daytrips.

### **Lodging**

**Allowance for Overnight Lodging.** On approved trips which require overnight lodging, motel/hotel receipts must be submitted with the travel reimbursement claim form. Most telephone expenses are not allowable for reimbursement and should not be submitted for reimbursement. Government rates shall be requested when appropriate and used when available.

Travelers must keep receipts and accurate detailed records of all expenses to ensure correct reporting and submission of travel reimbursements. Claims for travel and meal expenses shall be submitted to the central office finance department on forms approved by the division superintendent for this purpose. By signing the travel reimbursement request, the traveler is certifying the accuracy of all information and the legitimacy of the travel. The signature of the traveler's supervisor certifies that he or she agrees that the travel was necessary and the requested reimbursements are proper.

The maximum reimbursement rate for lodging shall be based on the same lodging rate paid by the Commonwealth of Virginia to its employees at any given time. Utilize the calculator at the following website to determine maximum allowance for your destination: <http://perdiemcalc.net/gsa-np/>. Expenses in excess of the base guidelines will not be reimbursed, unless approved in advance. Employees who do not plan with careful consideration to these guidelines will bear the additional expense personally.

**Miscellaneous**

**Disallowed Expenditures.** The following expenses will not be reimbursed: lost or stolen articles, alcoholic beverages, damage to personal vehicles, clothing, or other items, movies charged to hotel bills, entertainment expense, internet access (unless pre-approved for a business purpose) or expenses for children, spouses, and companions while traveling. This list is not all-inclusive. Employees should use prudent judgement and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review.

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