

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 300-31
Subject: TRAVEL AND MILEAGE EXPENSE REIMBURSEMENT	Issued: 4/1/86
Preparing Office: Office of the Superintendent	Amended: 5/14/14

I. Policy

II. Purpose

To outline the reimbursement process for employees when traveling within the school district and other business travel. Detail of this process can be found in OP011 located at Inside FCPS, Purchasing. As outlined in OP011, Frederick County Public Schools (FCPS) employees are entitled to be reimbursed for miles driven in personal vehicles for travel as part of their job duties and responsibilities.

III. Responsibility

Principals, grant managers, deputy superintendent, chief operating officer, executive directors, directors and department managers/supervisors are responsible for ensuring compliance with the provisions of this regulation and for verifying appropriateness and essentialness of the travel. The Purchasing Department is responsible for processing the reimbursement voucher and for ensuring that the expenses comply with regulation guidelines and are properly documented.

IV. Definitions

Official travel is defined as all travel considered essential to the effective operation of FCPS. Travel is classified as either one-day or extended-days.

- A. One-day travel - Travel is classified as one-day when it does not require an overnight stay, and air or rail transportation is not used. Generally, the only expenses anticipated are mileage, meal(s) and possibly the cost of registration for a seminar or conference. Travel within Frederick County that is routinely associated with certain positions in the school system during the workday is not considered one-day travel.
- B. Extended-days travel - Travel is classified as extended-days when the meeting or conference lasts more than one day and an overnight stay is practicable. In addition to meals, mileage and conference registration, expenses may include airfare, lodging and incidentals. The U.S. General Services Administration (GSA) describes incidentals as: "Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships."
- C. Mileage reimbursement – Reimbursement associated with local mileage required of an employee's job responsibilities.

V. One-day Travel Guidelines

Approval of one-day travel meetings which result in expenses beyond mileage must be obtained in advance. Such approval process will follow the guidelines set forth in OP011.

VI. Extended-days Travel Guidelines

- A. Travel expenses should be estimated and submitted to the approving supervisor before incurring any financial obligations (follow OP011).

Conference registration and lodging (deposit) shall be procured in advance using a purchasing order or procurement card (p-card) wherever feasible.

B. Departure and Return Restrictions

It is expected that supervisors approving extended-days travel will ensure that the length of the stay is practicable and cost efficient. If the length of the stay exceeds the conference schedule, written justification must be included with the Extended Travel Approval form.

C. Reimbursable Expenses

1. Transportation - Reimbursement shall not exceed the most cost-effective commercial transportation available.
2. Parking fees and tolls - original itemized receipts required, when available.
3. Lodging - Employees are entitled to reimbursement for lodging at a single occupancy rate at hotels normally patronized by business travelers. An itemized receipt from the hotel is required.
4. Meals
 - a. Employees will be reimbursed a per diem rate for meals or may choose to be reimbursed for actual expenses. The per diem rate in effect for FCPS employees is the same as established by the federal GSA for their employees traveling in Baltimore, Maryland. If a meal is provided as part of the function being attended, the daily per diem rate shall be reduced by the applicable per diem meal rate. For employees electing per diem payment option, receipts are not required.
 - b. Employees shall not claim reimbursement for alcoholic beverages or Maryland state sales tax.

D. Local Transportation (during extended-days travel)

Local travel shall be performed in the most cost-effective manner. An original receipt is required for reimbursement.

E. Tips

Employees are entitled to be reimbursed for tips for restaurant service not to exceed 15% or 18% for large groups (8 or more). Other tips, such as baggage handling, shall not exceed the daily incidentals allowance provided by the federal GSA rates found in Section 301-11.18 of the Federal Travel Regulation M&IE breakdown. See <http://www.gsa.gov/portal/content/102886>

F. Other Business-Related Expenses

Employees are entitled to reimbursement for miscellaneous business-related expenses such as telephone calls and fax transmissions. An itemized receipt is required.

VII. Travel Expense Settlement

The traveler is required to complete the Extended Travel Approval form detailing actual expenses, and shall obtain the approval of the supervisor within 30 days after the trip is completed.

VIII. Transportation (Commuting) Reimbursement

FCPS will provide commuting reimbursement to principals, assistant principals and athletic directors due to the fact that their job often requires them to make multiple commutes to and from home for events during a day. (Does not include the initial commute) This reimbursement per IRS guidelines is a taxable fringe benefit.

Approved:

original signed by

Theresa R. Alban, Ph.D.
Superintendent of Schools