Frederick County Public Schools
Board of Education
TRAVEL AND MILEAGE REIMBURSEMENT
Policy 307

A. Policy Purpose

Through this policy, the Board of Education (the "Board") authorizes the Frederick County Public Schools ("FCPS") to reimburse employees for travel and mileage incurred while in the course and scope of their employment.

B. Definitions

1. "Commuting" is defined to mean:
   a. Travel from a residence or a non-work location to a FCPS location, and
   b. Travel from the last FCPS work location to a residence or non-work location.

2. "Business Travel" is defined to mean travel for FCPS business, including, but not limited to, attending meetings, conferences, or training for professional development purposes.

3. "FCPS Location" is defined to mean any FCPS facility as well as any location used for an FCPS or school activity, meeting, or function.

C. Policy Statement

1. The Board authorizes the reimbursement of expenses directly related to business travel and certain commuting expenses.

2. The Board's expectation is that employees conducting official FCPS business will exercise due care and prudence when incurring reimbursable expenses.

D. Implementation

The Superintendent is directed to establish a regulation setting the travel and mileage reimbursement rates, the process for requesting reimbursement for travel and mileage, and the process for requesting reimbursement of commuting expenses.

E. Related Information

1. **FCPS Regulations**
   a. Regulation 307-01, *Travel and Mileage Expense Reimbursement* (formerly 300-31)

F. Policy History (Maintained by Legal Services)

Responsible Office	Fiscal Services

Adoption Dates	10/26/05
Review Dates	
Revision Dates	11/20/23; 08/27/25