# DLC-R

**PROFESSIONAL LEAVE & TRAVEL GUIDELINES**

Isle of Wight County Schools will reimburse individuals traveling on official School Board business for reasonable and necessary expenses incurred. You can submit a conference request form with your travel estimates using your estimated miles (if driving by car), meals (refer to below chart), and any other travel related expenses. If you should have any questions, please contact the Department of Finance.

**Professional Leave Request:** Employees must have a completed and approved Professional Leave Request Form prior to committing funds for professional leave and travel expenses. Forms must be submitted to the Office Manager 10 business days prior to departure.

Conference Request Form: When requesting permission to attend a professional conference a conference request form (CO Form #16) must be completed and submitted to the employee’s supervisor for approval. After approval from the building level administrator or department head, the form should be handled as follows:

* If the conference is being paid with school or personal funds, and reimbursement is not requested, the form is approved and stays at the building or department level. Buildings and departments will handle registrations and travel arrangements for attendees.
* If expenses are paid from Local or Grant funds, or the request is for a principal or Central Office employee, the form is forwarded to the appropriate Central Office administrator for approval. The form is then forwarded to the Superintendent for approval if applicable.

**Travel Completion Form:** Upon return from professional leave/travel, employees must submit a Travel Completion Form to their Supervisor. Supervisors must initial and sign off on any costs incurred that were not pre- authorized on the Professional Leave Request Form. Travel Completion Forms must be submitted within 10 business days of travel return. Isle of Wight County Schools reserves the right to deduct expenses from an employee’s paycheck if forms are not submitted within the timeframe designated.

**Meals:** Expense reimbursement for meals will follow the state guidelines (<http://www.pen.k12.va.us/school_finance/travel/index.shtml>)Meals may be claimed only for overnight travel. For overnight stays, employees may claim per diem rates as explained in the Meals and Incidental Rates guide. If charged meal expenses are more than the per diem amount, you will not be reimbursed for these overages.

**If the registration fee for a conference/meeting includes a meal, you may not claim that meal in the per diem amounts.**

**Lodging:** Overnight stays are permitted for out-of-district travel only. The Lodging Rates as found on the above site are the allowable accommodation rates. Accommodations should provide normal comforts and service and be close to the area in which business is to be conducted. If a meeting or conference is held within a reasonable driving distance, Isle of Wight County Schools will not pay for accommodations the night before the meeting or conference begins or the night after the meeting or conference ends. Isle of Wight County Schools does not mandate double-occupancy rooms for employees traveling to the same location; however, sharing rooms is permitted if agreed upon by the travelers and their supervisors. Approval by the superintendent or designee is needed when the allowable accommodation rates need to be exceeded.

# DLC-R

**(Page 2)**

## ISLE OF WIGHT COUNTY SCHOOLS

**Airfare:** Coach/economy class is the standard airline accommodation. When coach/economy accommodations are not available, the next higher priced available accommodation may be used in emergency situations if the airline reflects that coach/economy class was not available. Reservations should be made sufficiently in advance to take advantage of discount rates. Employees should purchase airfare at the lowest possible rate, and should take care to research competing fares from different airlines. Suggested websites for price comparisons are: Expedia.com, Orbitz.com, and Travelocity.com.

**Personal Vehicles, Mileage, & the use of County vehicles: Use of County vehicles is encouraged. If a County vehicle is available for use on the date(s) of travel reimbursement for personal vehicle use will not be granted.** Employees are reimbursed for mileage to cover all expenses of the employee operating his/her own vehicle including gasoline, oil, repairs and insurance. The current mileage reimbursement rate is $.45 per mile, **unless you are operating an Isle of Wight County school vehicle.** Mileage is only reimbursed for work-related travel and mileage calculation is to be figured using Google Maps for estimates. Mileage is to be calculated from your base school or office and is to be figured to your destination. **The only exception to this rule is when your conference/meeting is closer to your home than your home base.** You may then claim mileage from your home to your meeting/conference. For example: You live in Suffolk and your meeting is in Suffolk, you will claim the miles from home to your meeting/conference and miles from the meeting to your home base will not be allowed to be claimed as it will be part of your normal commute. **Commuting is not considered a reimbursable expense, nor is mileage for sight-seeing or side-trips while on professional leave**. In the case where more than one employee is driving to the same location, employees shall make all reasonable attempts to car pool. Arrangements for use of the County vehicles should be made through the Senior Accountant in the Finance Department.

Reservation of the County vehicles is the responsibility of the traveler.

**Local Mileage Reimbursements:** The current mileage reimbursement rate is $.45 per mile. Employees shall submit their mileage monthly by the 10th of the following month (example: November’s mileage must be entered by December 10th). This includes all 10 and 11 month employees. All mileage form must have all required signatures at the time of entry, or they may be declined. When the requisitions are submitted through the MUNIS program, you must attach the mileage forms to be approved by the Department of Finance. Failure to meet these deadlines or follow these procedures may cause delay in payment or denial of reimbursement claim, except in extenuating circumstances that must be approved by the Superintendent. No claims for any period ending on or before June 30 will be honored after July 25th.

**Grant Travel:** There may be specific dollar amount limits, if the travel is being funded by an intergovernmental or private grant. Contact the applicable grant administrator to determine the grant allowable dollar limits in each category before travel arrangements/reservations are made and before your travel commences.

**Transportation:** Transportation expenses include rental vehicles, taxis, tolls, parking, and other transport expenses. If an employee requires the use of a rental vehicle, the employee is responsible for choosing the lowest cost option that includes normal driving comforts. If a rental car is used, the user must ensure the car is filled with gas before it is returned to the rental company, to ensure that Isle of Wight County Schools is not charged for gas at a higher rate. The purchase of additional insurance on rental vehicles is not required nor is it a reimbursable expense.

**Receipts:** Receipts are required for all charges. Receipts are required to be reimbursed for your expenses. This should be a detailed receipt showing what was purchased, not a credit/debit card receipt. If an employee does not submit a detailed receipt for any reimbursement requests, they will not be honored.

**Other:** Incidentals such as parking, tolls, Internet usage, and baggage expenses are considered reimbursable expenses. If you are unable to obtain a receipt for certain incidentals, individual charges under $15 may be claimed for reimbursement.

# DLC-R

**(Page 3)**

## ISLE OF WIGHT COUNTY SCHOOLS

**Disallowed Expenses:** Isle of Wight County Schools will not pay for the following expenses: lost or stolen articles, alcoholic beverages, damage to personal vehicles or items, services to gain entry into locked vehicles, movies charged to hotel bills, any expense related to the personal negligence of the traveler such as fines/tickets, entertainment expenses, towing charges, and expenses for family or companions. **The above list is not all- inclusive. Travelers are to use sound judgment and that travel expense accounts are open to the public and must be able to be justified to the public.**

## Adopted: August 14, 2008

Revised: February 9, 2012

Revised: December 13, 2012

Revised: February 13, 2014

Revised: October 13, 2016

Revised: June 8, 2017

Revised: October 12, 2017

ISLE OF WIGHT COUNTY SCHOOLS