

PROCEDURE TITLE: <b>TRAVEL AND MILEAGE REIMBURSEMENTS FOR EMPLOYEES</b>		
ADOPTION/EFFECTIVE DATE: September 30, 2008	MOST RECENTLY AMENDED: August 12, 2019	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>BUSINESS AFFAIRS</b>		

## I. Purpose and Scope

The purpose of this procedure is to establish criteria for the reimbursement to employees for expenses incurred with respect to work-related travel, including lodging, food, commercial carrier, personal vehicle, and incidental expenses. Work-related travel expenses may be reimbursed only pursuant to this procedure.

## II. Definitions

- A. **Work-Related** means an undertaking performed by an employee within the course and scope of his/her employment with Harford County Public Schools which is required in order for the employee to perform the functions of his/her job, except for attendance required in order to receive professional development.
- B. **Vehicle Travel** means miles an employee drives his/her personal vehicle for work-related purposes excluding a commute.
- C. **Commute** means the shortest, reasonable distance for vehicular travel between employee's place of residence and his/her primary place of work.
- D. **Primary Place of Work** means the location designated as such by Harford County Public Schools as to each employee, including employees who have primary work places which differ depending on her/his daily assignment.
- E. **Travel Expenses** means costs incurred by an employee as a result of work-related travel and includes lodging, food, beverage, gasoline purchase for board-owned vehicles, tolls, parking fees, rental cars and other incidental expenses.

## III. Statement of Procedure

- A. The following travel expenses are approved by the Superintendent.

1. **Lodging Expenses** incurred by employees for attendance at conferences. These expenses will be paid for conference attendance approved by the Assistant Superintendent or Executive Director who supervises the office or department in which the employee works subject to the specific limitations with regard to such expenses set forth herein.
2. **Meal/Food Expenses** incurred by employees while in attendance at conferences. Meal/food expenses will be paid for conference attendance approved by the Assistant Superintendent or Executive Director who supervises the office or department in which the employee works subject to the specific limitations with regard to such expenses set forth herein.

**B. Lodging Expenses Reimbursement Requirements/Restrictions**

1. Lodging expenses will be reimbursed for actual amounts expended subject to the limitations set forth herein.
2. An original, itemized lodging billing statement or invoice must be provided for reimbursement.
3. If a conference offers several hotel accommodations, employees shall select accommodations at the mid-point or lower daily rate, taking into consideration distance to the meeting facility and special needs.
4. Employees are not required to share rooms.
5. Lodging expenses which are not eligible for reimbursement:
  - a. In-room movies;
  - b. In-room or hotel bar expenses;
  - c. Entertainment;
  - d. Other expenses deemed unnecessary by the Assistant Superintendent of Business Services.

**C. Other Travel Expenses**

1. Expenses will be reimbursed for actual amounts expended subject to the limitations herein.
2. An original, itemized invoice or ticket must be provided for reimbursement.
3. Employees shall compare transportation rates and select the lowest fare taking into consideration the departure/arrival times and any special needs. Only coach rates will be eligible for reimbursement.
4. Gasoline purchases for HCPS vehicles and rental vehicles shall be made on the procurement card during travel.
5. **Incidental Expenses**
  - a. Incidental expenses include, but are not limited to, telephone and internet access.
  - b. Employees traveling on HCPS business that requires an overnight stay shall be reimbursed for one telephone call from their hotel to their home each day which shall not exceed twenty (20) minutes in duration and unlimited calls to their primary office during the day. These charges must be included on the hotel bill submitted to HCPS. If the employee is traveling to a foreign country, land lines rather than an HCPS cell phone should be used except for an emergency.
  - c. Employees shall be reimbursed for internet access at their place of lodging for the purpose of communicating with the office via e-mail subject to a limit of ten dollars (\$10) per day. These charges must be included on the hotel bill submitted to HCPS. The HCPS Responsible Use Policy applies to employees using HCPS electronic devices when traveling.
  - d. Other incidental expenses may be reimbursed subject to the approval of the employee's immediate supervisor and the Assistant Superintendent of Business Services on a case-by-case basis.
  - e. Employee shall use the HCPS toll free number (866-588-4963) when it becomes necessary to call back to the office or a school.

- f. HCPS will not reimburse for optional travel fees elected by a staff member. This includes, but is not limited to, an automatic early check-in fee.

**D. Meals: Food & Beverage**

- 1. Meals for employees for work-related travel that requires an overnight stay may either be reimbursed or paid via procurement card up to a daily limit of \$60.
- 2. For partial days of work-related travel (day of departure and day of return), the employee will be reimbursed for meals up to 50% of the maximum daily limit, or \$30.

- a. If the employee is traveling overnight and required to leave their home prior to 5 a.m. in order to arrive at their destination for the start of a conference, employee is eligible for up to the daily limit of meals, evidenced by itemized receipts.

- b. Employees are expected to take the earliest departure possible at the conclusion of a conference. If that means of transportation result in arriving home after 7 p.m., the employee is eligible for up to the daily limit of meals, evidenced by itemized receipts.

- 3. For conferences where some meals are included in the registration fee, the reimbursement will be limited to those meals NOT provided in the registration fee consistent with the following formula:

a. Breakfast	\$12
b. Lunch	\$18
c. Dinner	\$30

- 4. The rates set forth in (3) above are inclusive of food, beverages and gratuity.
- 5. Gratuities are limited to 20% of the pre-sales tax cost of the meal.
- 6. Harford County Public Schools' funds may NOT be utilized for the following items. Reimbursement of these items will not occur and employees are liable for such purchases and subject

to potential disciplinary action if made on a procurement card.

- a. Alcohol.
  - b. Meals for guests whose presence is not related to the business at hand.
  - c. Meals for accompanying family members.
7. An employee requesting reimbursement for meals paid for by the employee for other HCPS employees, shall provide the names of such employees.
  8. Employees will be reimbursed for meals based on itemized receipts up to the amounts identified above.
  9. A credit card receipt showing the last 4 digits of the credit card is required if requesting reimbursement from a personal credit card purchase.

## **E. Vehicle Travel**

1. Each employee shall be reimbursed for vehicle travel expenses, except for commuting mileage.
2. For those employees assigned to multiple work locations, the employee is only eligible to receive mileage reimbursement for mileage driven between locations during the day. Mileage driven to a single work location each day is considered commuting mileage.

**Example 1 (Employee with one primary work location):**  
Employee round-trip commute from home to primary work location equals 20 miles. Employee travels a total of 45 miles during the workday without incidental personal travel: employee is reimbursed 25 miles.

**Example 2 (Employee assigned to multiple work locations):**  
Employee drives from home to location 1. Employee then drives from location 1 to location 2 and from location 2 to location 3. From location 3, the employee drives home at the end of the workday. The employee is entitled to mileage reimbursement for travel from location 1 to location 2 and also for mileage from location 2 to location 3. Mileage from home to location 1 and from location 3 to home is not eligible for

reimbursement as this mileage is considered commuting mileage.

3. For vehicle travel required to receive systemwide professional development training, mileage reimbursement is not authorized unless the employee is providing the professional development training.
4. Vehicle travel shall be reimbursed at the Internal Revenue (“IRS”) prevailing per mile rate.

## **F. Procurement Card**

1. Employees who have been issued procurement cards shall pay all travel expenses with procurement cards when the procurement card is authorized to pay any such expenses. If an employee fails to use a procurement card to pay any expenses which his/her procurement card is authorized to pay, the employee will not be reimbursed for such expense.
2. Employees must adhere to the procurement card policies and procedures.
3. If daily charges for meals exceed the applicable meal rates set forth above, the employee shall reimburse HCPS for the excess amount within 30 days of the expenditure.

## **G. General Requirements and Reporting Expenses For Reimbursement**

1. Once finalized air or train itinerary documentation and conference agenda must be provided to be eligible for reimbursement or as documentation when payment is made via purchasing card.
2. Whether using a purchasing card or seeking reimbursement, employees are encouraged to pay only for their expenses; however, if paying expenses on behalf of other HCPS employees, the employees’ names and their own conference approval forms must be provided.
3. An Expense Reimbursement Voucher (available on SharePoint under Business Services/Accounts Payable), must be completed in order for travel expenses to be reimbursed pursuant to this procedure.

4. The completed Expense Reimbursement Voucher requires the employee to describe dates and purposes for mileage reimbursement as well as the points of origin and destination.
5. Expense Reimbursement Vouchers should be submitted monthly for reimbursement, or upon return from an authorized conference.
6. Itemized receipts are required for all expenses, other than mileage, and must be attached to the Expense Reimbursement Voucher.
7. A "Missing Receipt Form" must be submitted if an original receipt is not provided and this form must be signed by the supervisor.
8. Employees must adhere to the procurement card policies and procedures if using a purchasing card as a payment method.
9. Any requests for an exception to this procedure must be submitted to the Director of Finance or Assistant Superintendent for Business Services for approval.

Approved By:



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**Sean W. Bulson, Ed.D., Superintendent  
Board of Education of Harford County**