

Travel may be required of employees to complete their job responsibilities for the school district. Employees are encouraged to travel together and use available Board vehicles, when possible, in order to reduce costs. When traveling employees should be as conservative as circumstances permit. The lower cost should be selected whenever practical.

1. The use of P Cards is the preferred payment method for travel related expenditures except for meals. Meal per diem reimbursements should be submitted following the guidelines in the Per Diem section (pg 4).
2. Employees should submit claims for reimbursement as soon as possible following completion of travel. Employees on regular travel status should file an expense report monthly.
  - a. In accordance with Internal Revenue Service guidance (IRS Publication 463), reimbursement paid sixty (60) days after the date of travel may be considered as taxable income.
  - b. Travel reimbursements must be requested within the same fiscal year in which the travel occurred. Reimbursements that cross over fiscal years will not be reimbursed. The fiscal year runs 7/1 thru 6/30 of each year.
3. Information must be sufficient to determine whether or not the trip was official school system business.
4. Travel expenses must not be submitted and/or dated until after travel has occurred.
5. Reports must be filed by the following dates: (a) Q 1 - 1/31, (b) Q 2 - 4/30, (c) Q 3 - 7/31, (d) Q 4 - 10/31. Reports filed after these dates will be processed in the following quarter.



Registration for conferences, trainings, and meetings should be preapproved by the department head

- 2 P Cards or SCBOE check is the preferred method of payment for registration. Receipts are required to be attached to the P Card statement.
- 3 Conference agenda or flyer is required and should be attached to the P Card statement; check request; or reimbursement request.
- 4 Business-related materials may be purchased if preapproved by department head (receipt required). Sales tax is not reimbursable.

- Purpose of travel (conference, home visit, school visit)
- Start Location
- End Location
- Start Date
- End Date

If travel is required on a nonstandard workday mileage will be reimbursed to and from the employee's residence or departing location (address is required).

- 2 Parking charges will be reimbursed with a receipt. Valet parking will not be reimbursed unless the Hotel does not offer other parking options and a written explanation must accompany reimbursement or P Card documentation. Specifically, all airport parking will be reimbursed at the airport economy lot rate (\$20/day). If a parking receipt is not available, a missing receipt affidavit should be submitted to support reimbursement request. Parking charges exceeding \$800 will

unaccounted

the employee as an official business trip program. All are daily unaccounted



**Updated 7/1/2024**

**fares should not exceed the regular tourist or coach fares offered the general public for both domestic and international flights.**

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# Out of State Travel Form

The information included in this form will indicate the location of an employee if injured while working out of state.

Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Department/School/Office: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Destination: \_\_\_\_\_

(City)

(State)

Purpose of the Trip: \_\_\_\_\_

## Vehicle Information

Personal or Rental Company: \_\_\_\_\_

(Make, Model, and Year): \_\_\_\_\_

The above information is required for any employee driving a vehicle on a BOE approved trip.

**SUPERVISOR**

Tennessee has Tort Liability, which applies to Sumner County Board of Education for any incidents occurring inside the state.