

## Guidelines for Travel Requests and Travel Reimbursement

(Original receipts must be submitted for ALL reimbursements.)

<b>Conference/Meeting</b>	The name of conference/meeting, brief justification, and dates of travel must be completed before requests will be considered.
<b>Registration</b>	Indicate all charges for registration. Attach a copy of the conference/meeting agenda or information.
<b>Lodging</b>	Show amount of lodging and name of hotel on form. Maximum allowable cost for in-state lodging is \$91.00. Some large Virginia cities have higher allowances. Go to: <a href="http://www.gsa.gov/portal/category/100120">http://www.gsa.gov/portal/category/100120</a> to see exceptions. (Approved conference hotel rate may exceed cost by 50% (up to 124.50/night) This rate does NOT include taxes and surcharges.
<b>Meals</b>	<p>The MAXIMUM allowable costs including tax are: Breakfast - \$8.00; Lunch – \$12.00; Dinner - \$20.00. <i>PLEASE NOTE: YOU MAY NOT EXCEED \$38.00 ON FIRST OR LAST DAY OF TRAVEL.</i></p> <p>To qualify for reimbursement of breakfast expenses, traveler must, <u>out of necessity</u>, leave home before 6:30 a.m. To be reimbursed for lunches, the traveler must leave before 11:00 a.m. and return after 2:00 p.m. In order to be reimbursed for dinner expenses, the traveler must return after 7:30 p.m. Traveler must go at least 25 miles, one-way, from duty station for meal reimbursement unless it is a special required meal. If a meal is provided by the conference, it will not be reimbursed. Receipts for meals must show actual meal items per person. A credit card total is NOT acceptable.</p>
<b>Mileage and Fares</b>	Travel for private car will not be reimbursable unless a county car was not available or approval was granted prior to travel. Indicate mileage and cost. Mileage will be reimbursed for use of private car at the rate of .54 per mile. Include tolls and parking fees (receipts required).
<b>Total Cost</b>	Please total all information (estimates acceptable) before submitting request.
<b>Approvals</b>	<ol style="list-style-type: none"><li>1. The employee's Supervisor must sign approving necessity of travel, budget availability for travel costs and time off for employee to attend conference or meeting.</li><li>2. The Director of Grants must sign approving use of grant funds and proper costs.</li><li>3. The Director of Finance must sign off approving appropriateness of expenses requested and budget code used.</li><li>4. The Assistant Superintendent is the last to sign off, approving actual travel.</li></ol>
<b>Reimbursement</b>	After completion of travel, and to receive reimbursement, a Record of Expense Form must be submitted to Donna Wade, Nottoway County School Board Office.
<b>Please Note</b>	<b><i>If a traveler chooses to spend more than allowable expenses for lodging and/or meals, they will NOT be reimbursed from school/county/grant funds. The Employee will be personally responsible for all lodging, meals, etc., over limits.</i></b>