

## **FY 2018 Travel Information – Updated 9/15/2017**

Note: All Travel Must be approved prior to occurrence in order to receive reimbursement.

All travel forms must be properly submitted to the Central Office within 30 days of the first date of travel. All travel forms not submitted within 30 days will not be reimbursed. A travel form is properly submitted when the form is filled out accurately and contains supporting documentation if necessary.

The statewide travel regulations were revised effective January 1, 2017. These regulations can be found at:

<https://sao.georgia.gov/state-travel-policy>

The statewide travel regulations apply to all reimbursement payments made from all funds (budgeted funds and any that are reimbursed by school activity funds). The Travel Reimbursement Form has been updated for FY 2018 and should be used for any travel occurring on or after September 1, 2017. Electronic versions of the fill-in and print-only Travel Reimbursement Form and the Hotel Tax Exemption Form are located on the Bremen City School System's website. The form (if not filled out electronically) must be completed in ink. No pencil forms will be accepted.

Travel reimbursements will be made for personally incurred expenses only. The hotel room must be in the employee's name and the vehicle used (if requesting mileage reimbursement) must be owned by the employee.

Please note the following:

1. Meals will be reimbursed according to the Statewide meal per diem rate. No meal receipts are required to be submitted.
2. The daily maximum meal expense reimbursement rate within the state for non-high cost areas is \$28.00. The actual cost of meals will be reimbursed up to \$6.00 for breakfast, \$7.00 for lunch, and \$15.00 for dinner.
3. High cost areas within the state are limited to the following counties: Chatham, Cobb, DeKalb, Fulton, Glynn, and Gwinnett. The daily maximum meal expense total for these counties is \$36.00. The actual cost of meals will be reimbursed up to \$7.00 for breakfast, \$9.00 for lunch, and \$20.00 for dinner in these areas.

\*\*For single day trips, employees are eligible for meal reimbursement if the travel was more than 50 miles from home or office and the traveler is away for more than twelve (12) hours.

4. Employees are not eligible for meal per diem if the meal is included as a part of the cost of registration. In the rare circumstance that an employee is unable to participate in the conference meal, the employee must attach the receipt documenting the meal purchase and a written justification for the meal purchase to the expense statement.
5. Employees who travel more than 50 miles from their work location or residence may be reimbursed for lodging expenses associated with approved overnight travel. Actual lodging expenses will be reimbursed provided the expenses are reasonable and original receipts are submitted.

6. Employees traveling overnight are responsible for ensuring the most reasonable lodging rates are obtained. Employees are expected to:
  - Make reservations in advance whenever practical.
  - Utilize minimum rate accommodations.
  - Avoid “deluxe” hotels and motels.
  - Obtain corporate/government rates whenever possible.
7. Employees who stay at a hotel/motel that is holding a scheduled meeting or seminar may incur lodging expenses that exceed the normal reimbursement rate. The higher cost will be reimbursed when it is justified in order to avoid excessive transportation costs between a lower cost hotel/motel and the location of the meeting.
8. When traveling out of state, the federal per diem rates should be consulted for the maximum reimbursement rates allowable for lodging and meals. The federal per diem rates can be accessed by going to the state travel regulations on the web, Chapter 4, and clicking on the link. Reimbursement will only be made for actual expenses that exceed federal per diem rates when justified.
9. A copy of the State of Georgia Certificate of Exemption of Local Hotel/Motel Excise Tax is available on the school system’s website. This form must be presented for all in-state travel to receive exemption for this tax.
10. When paying for lodging with a school system check, Georgia sales tax should not be included in the billing. Forms will be provided when the system issues a check for lodging. An original hotel receipt must be obtained by the employee and submitted to the Director of Finance as soon as travel is completed.
11. When traveling out of state, the place of lodging should be contacted in advance to determine if additional forms are required to exempt taxes in that location.
12. Mileage reimbursement rates are \$ .535 cents per mile. For mileage to be reimbursed, actual odometer readings must be indicated on the expense statement. If the employee departs from his work location, mileage is calculated from the work location to the destination point. If the employee departs from his residence, mileage is calculated from the residence to the destination point, **with a reduction for normal one-way commuting miles.** For the return trip, the same rules apply. If the employee returns from the destination to his residence, there must be a **reduction for normal one-way commuting miles.** During weekends and holidays, employees should use the actual point of departure to calculate travel mileage with no reduction for commuting miles.
13. Employees are not entitled for reimbursement for travel between their personal residence and their work location, **or for personal mileage incurred while in travel status.**
14. Mileage reimbursement can be requested for school events held after the normal workday by employees attending the event in an official capacity if funds have been budgeted for this purpose.
15. Travel Expense Statements must be submitted to Accounts Payable for processing within 30 days of travel being incurred. **Travel reimbursement requests outside this time period may not be reimbursed.**

16. All travel must be budgeted. If budgeted funds are not available or if the travel is not going to be reimbursed by school activity funds, the reimbursement cannot be made. Please make sure funds are available prior to submitting expense reimbursement requests.
17. All Travel Reimbursement Forms must be approved by the employee's principal or Director, the Director of Finance, and the Superintendent before reimbursement payment is issued.
18. All travel must be reimbursed through the Superintendent's office with budgeted funds. If any travel is to be reimbursed through local school activity accounts, please submit the form for approval before a check is cut for the reimbursement in order to guarantee that the submitted total is the approved total amount.