

## REIMBURSEMENT OF EXPENSES

FILE: DKC

TITLE: Authorized Travel Expenses

POLICY:

Authorized travel for officers and employees and other persons acting on behalf of The School Board of Orange County, Florida ("Board") shall be reimbursed as follows.

(1) In-district Travel, Superintendent and District Employees

In-district travel by the superintendent or by another authorized employee of the Board shall be reimbursed at the maximum Federal prescribed rate. Mileage shall be computed from the primary work location of the employee to each work related destination. No reimbursement shall be made for travel between the authorized employee's home and the primary work location. The following shall apply to such employees:

- (a) Employees assigned to more than one work site shall have one work site assigned as their primary work location.
- (b) Daily work locations may vary each day.
- (c) Based on supervisor direction, it may be more efficient for the authorized employee to travel directly to his/her first work location and not his/her primary work location. In this case, the first work location becomes the employee's primary work location for that particular day and the employee will be reimbursed for travel to the next work location on the same work day.

(2) An on-call employee who is required to respond to incidents after normal work hours may be reimbursed for mileage from home to the site of the incident if a personal vehicle is used. Also, if the employee uses a personal vehicle to get to the location of a district vehicle used in the incident response, the employee may be reimbursed for mileage from home to the site of the district vehicle. This section applies for travel that is required beyond the normally scheduled commute to and from work.

(3) In-district Travel, Board Members

In-district travel for members of the Board may be reimbursed at the maximum Federal prescribed rate. The official headquarters of each Board member shall be the official residence, and all authorized in-district travel shall be computed from such headquarters to each destination. Board members shall be entitled to in-district travel for each official Board meeting attended, for such travel expenses incurred in the performance of a public purpose authorized by law to be performed by the Board and for such additional activities as may be assigned or specifically approved by the Board.

(4) Out-of-District Travel

- (a) One-day trips - Expenses by officers, employees or other authorized persons not requiring travel beyond midnight or beyond 24 hours shall be reimbursed as follows.

Mileage - If the use of a personal vehicle is authorized, mileage shall be reimbursed at the maximum Federal prescribed rate. If travel is by common carrier, the actual cost of travel, based on standard fares, shall be reimbursed.

- (b) Trips in excess of 24 hours or requiring overnight travel - Trips in excess of 24 hours or requiring travel beyond midnight shall be reimbursed as follows.

(i) Mileage - If the use of a personal vehicle is authorized, mileage shall be reimbursed at the maximum Federal prescribed rate. If travel is by common carrier, the actual cost of travel, based on standard fares, shall be reimbursed.

(ii) Per Diem or Subsistence - The traveler shall be entitled to the greater of the following:

(1) Per diem at the Federal Standard rate for any portion of each six-hour period of any day.

(2) The actual cost of lodging, based on the single occupancy rate, plus an allowance for meals at the Federal Standard rate in accordance with the following:

(a) Breakfast - when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.

(b) Lunch - when travel begins before noon and extends beyond 2:00 p.m.

(c) Dinner - when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.

(5) Conferences or Conventions in Local Area

Reimbursement for expenses for attendance at a conference or convention held in Orange, Osceola or Seminole County, Florida by an officer or employee shall normally be reimbursed as provided in subsection (1) or (2) herein. However, the traveler may be reimbursed in accordance with subsection (3) when the following conditions are met:

(a) The traveler is an officer of the board or reimbursement for the overnight stay is approved in advance, in writing, by the superintendent; and

(b) The traveler is required to stay overnight in order to provide supervision for students; or

- (c) The traveler is scheduled on the conference program after 8:00 p.m.; or
- (d) The traveler is required to attend a scheduled meeting or official non-social function on the agenda after 8:00 p.m.

(6) Computation of Mileage

- (a) In-district - Mileage shall be computed in accordance with district mileage schedule or the odometer reading from the point of departure to the destination.
- (b) Out-of-district - Mileage shall be computed based on the shortest reasonable route to/from the destination. Normally mileage will be computed from the employee's primary work location to the point of destination and return. However, if the employee either leaves from or returns directly to the home location, the mileage shall be computed from and/or to the home location, if such distance is less than the computation using the primary work location.

(7) Coordination of Travel

When more than one officer or employee is going to the same destination, travel shall be coordinated where practical.

(8) Reimbursement for Related Expenses

Reimbursement shall be required for tolls, taxis and registration fees when properly documented. However, if a meal is included in a registration fee, the amount must be reduced by the amount of the meal allowance specified in subsection (3) (b) 2 herein. No reimbursement shall be authorized for gratuities.

(9) Prepayment of Registration Fees

The OCPS travel card is authorized for prepayment of registration fees when an individual's travel has been approved.

(10) Reservations for Airline Travel

Approved, airline tickets may be purchased from the contracted vendor or via the internet. Tickets purchased through the contracted vendor will be charged directly to the Orange County Public Schools ("OCPS") travel card. When purchased through the internet tickets may be charged to the OCPS travel card.

Changes to air line tickets are not allowed except in circumstances beyond the control of the traveler. Changes to the airline tickets for personal convenience will become the financial responsibility of the traveler.

(11) Reservations for Auto Rental

Approved, auto rental may be purchased from the contracted vendor or through the internet. Auto rental purchased through the contracted vendor

will be charged directly to the district's account or the OCPS travel card. When purchased through the internet auto rentals may be charged to the OCPS travel card. When practical and available, travelers must use compact or intermediate (mid-size) vehicles.

(12) Reservations for Hotels

Approved hotel reservations can be made and the cost of lodging can be charged to the OCPS travel card. Travelers are authorized only to put the lodging cost for official business expenses on the OCPS travel card. Travelers are not to charge food or any other unauthorized incidental expenses on the OCPS travel card.

(13) Travel Completion Requirements

(a) An expense settlement voucher for all district-related travel must be timely completed, approved and submitted to Travel Payables for reimbursement.

(b) All travel card expenditures must be certified on or by the date specified in the travel procedures.

(14) Travel by Superintendent or Board Members

All out-of-district travel by the superintendent or a Board member shall be governed by the same reimbursement procedures required for district employees. The primary work location of the Board member for out-of-district travel shall be the official residence and all mileage shall be computed from that point.

**SPECIFIC AUTHORITY:**

Section 112.061; 1001.39; 1001.41,  
Florida Statutes; 6A-1.056 State  
Board of Education Rules

ADOPTED: 07/27/10

REVISED: 09/10/13