

## CHAPTER 7.00 - BUSINESS SERVICES

### TRAVEL EXPENSE REIMBURSEMENT

7.52\*

Authorized travel for officers and employees of the School Board shall be reimbursed as follows:

- (1) Authority to incur traveling expenses.
  - (a) All travel by employees and authorized persons must be authorized and approved by the Superintendent or his designated representative. The Superintendent shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is on the official business of the School District and also stating the purpose of the travel.
  - (b) Traveling expenses of public officers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law and must be within the limitations prescribed by Florida Statutes.
- (2) In-District Travel.

Expenses for authorized travel by an employee, authorized person, or public officer, if he/she has not been assigned a car owned by the School Board, may be paid for the use of his/her personal car while used in travel on school business at the rate of 44.5¢ per mile or at the State approved rate.
- (3) Out-of-District travel.
  - (a) One-day trips - Expenses for authorized travel by employees, authorized persons, or public officers, on school business which does not require an overnight stay shall be reimbursed at the mileage rate of 44.5¢ per mile or at the State approved rate, and the scheduled amount for meals established by the School Board (\$6.00 breakfast, \$11.00 lunch and \$19.00 dinner).

## **CHAPTER 7.00 - BUSINESS SERVICES**

- (b) Overnight trips - Expenses for authorized travel by employees, authorized persons, or public officers on school business requiring absence in excess of one (1) day shall be reimbursed for travel and per diem at the rate per day established by the State. If actual expenses exceed \$80, the amounts permitted in paragraph (a) for meals, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefore.

Effective 01/09/2007, per diem will be established the same as approved by the State.

- (4) When more than one (1) employee is going to the same destination, travel shall be pooled when such is practical.
- (5) Where a common carrier is used, reimbursement will be made only for the most economical class. The expense of common carrier travel may be processed through the District office on a purchase order or by copies of paid bill(s) attached to the employee's travel voucher.
- (6) Reimbursement may be requested for tolls, taxis, registration fees, and limousine service, storage or parking, and communication expense when properly documented. No reimbursement may be authorized for gratuities. Reimbursement for registration fees shall be reduced by the value of any lodging or meals which are included if such items are claimed elsewhere for reimbursement.
- (7) Out-of-state travel – All out-of-state travel must be approved by the Superintendent and the School Board prior to travel. With approval by the Superintendent and the School Board actual expenses for authorized travel by employees, authorized persons, or public officers not to exceed the single occupancy rate shall be reimbursed for lodging and the scheduled amount for meals as established by state law for public employees.
- (8) The expenditure of public funds for travel shall be consistent with the provisions of Florida Statutes.
- (9) Violations or abuse of District travel policies and/or procedures shall be a basis for employee discipline.

## CHAPTER 7.00 - BUSINESS SERVICES

### STATUTORY AUTHORITY:

1001.42, F.S.

### LAWS IMPLEMENTED:

112.061, 1001.39, 001.43, 1011.09, F.S.

### STATE BOARD OF EDUCATION RULE:

6A-1.056

### HISTORY:

ADOPTED:

REVISION DATE(S): 02/14/05, 11/14/05; 01/08/07;  
12/14/09; 04/12/10

FORMERLY: 8.103, 8.156