

Maury County			
Monitoring: Review: Annually, in September	Descriptor Term: Travel Expenses & Reimbursements Policy	Descriptor Code: 2.804	Issued Date: 01/18/22
		Rescinds: 2.804	Issued: 01/17/23

EFFECTIVE DATE: March 1st, 2023

1 Maury County will reimburse or directly pay for reasonable travel expenditures related to the
2 performance of official job responsibilities. It is the intent of these regulations that employees are
3 reimbursed in accordance with regulations promulgated by the Internal Revenue Service. Employees
4 shall be reimbursed for such expenses subject to the limitations provided in this travel and meals policy
5 and the accompanying Travel and Meals Reimbursement Rate Schedule.

6 When traveling, county employees should be conservative. The lower cost should be selected.
7 Reimbursement for travel will be based upon the most direct or expeditious route from their home or
8 workstation when authorized for travel. Traveling will require a print out or email of the map directions
9 from Google/Apple Maps. Employees traveling by an indirect route must assume any extra expense
10 incurred. Maury County does not cover the cost of travel to or from an employee’s home to the
11 employee’s regularly-assigned area of employment.

12 It is the responsibility of the employee to be familiar with and adhere to established travel policies.
13 Deliberate disregard of these regulations while traveling on business or filing of an intentionally
14 misleading or fraudulent travel claim are grounds for disciplinary action up to and including termination
15 of employment.

16 This travel and meals policy, effective March 1st 2023, shall supersede and rescind all previous
17 promulgated travel and meal policies and shall remain in effect until subsequently amended or
18 rescinded. The Financial Management Board will establish and maintain the maximum rates of
19 reimbursement, as detailed in the Travel and Meals Reimbursement Rate Schedule.

20 **Travel Authorization**

21 Travel may not be undertaken unless it is authorized in advance by the proper authority. Approved
22 travel is the basis for reimbursement in accordance with these provisions. The employee is considered
23 to be on official travel status, and eligible for reimbursement, at the time of departure from his/her
24 official station or home only if the route is closer.

25 The department head is authorized and required to approve all travel for business, including registration
26 fees for conferences, conventions, seminars, etc.

27 The Budget Committee (County Employee)/School Board (Board of Education employee) shall be
28 notified of all out-of-state travel authorizations as well as any exceptions to the travel policy and Travel
29 and Meals Reimbursement Rate Schedule. All such notifications must be submitted to the Office of
30 Financial Management on the Travel Authorization form.

31 **Official Station**

32 The department head is responsible for establishing the official station of the employee. The employee's
33 work station, typically the location from which the employee performs the major portion of his/her
34 duties, will be the official station of the employee for Maury County travel purposes.

35 **Reimbursement Procedures**

36 Employees should submit claims for reimbursement for travel expenses on the Claim for Travel
37 Expenses Form (attached to this policy) on or before the 10th of each month for travel that occurred in
38 the previous month. For example, travel occurring on February 1st needs to be turned in by March 10th
39 except at the end of the fiscal year. At such time, the expense report is due immediately for
40 reimbursement in the proper fiscal year. (For example, if travel incurred on June 30th, the travel form
41 needs to be turned in by end of business on June 30th). Claims submitted after due date periods must be
42 accompanied by a written explanation for the delay and will be approved on the first offense, but any
43 additional violations of the due date will result in the reimbursement request being denied by the
44 Finance Department. Departments should review and submit claims to the Finance Department as
45 rapidly as possible to ensure prompt payment to their employees. Finance will process all timely
46 received travel reimbursement payments by the 20th of each month.

47 The Claim for Travel Expenses must show details of all expenses. Receipts for appropriate expenses
48 must be attached to the form. Travel will require a print out or email of the map directions from
49 Google/Apple Maps. A notice, agenda, or brochure providing details of the conference or seminar
50 attended must be attached to the form. The employee must sign the statement on the claim form
51 certifying that the expenses listed were incurred while on official business on behalf of Maury County.
52 All claim forms must be approved by the department head prior to submission to the Finance
53 Department. The methods of original wet signature or DocuSign e-signature will be accepted.

54 **Air Travel**

55 Air travel may only be used when the destination is greater than 300 miles away from your home or
56 designated work station. Air fares should be billed to an authorized account established by the Finance
57 Department. Electronic ticketing should be used whenever possible.

58 Advantage of discount fares and advance booking should be taken whenever practical, and fares should
59 not exceed the regular tourist or coach fares offered to the general public. Also, if it is more economical
60 to depart on an earlier day than originally scheduled (i.e., the savings on the air fare is more than the cost
61 of the additional day(s) of lodging plus the per diem for meals and incidentals.), the employer would be
62 supportive of the employee's decision to do so. The savings must be documented and submitted with
63 the claim form. Changes made to flight options after booking will be at the employee's own expense and
64 will not be reimbursed unless the booking was altered by an uncontrolled emergency.

65 **Taxi Fares – Airport Transportation**

66 Taxi, Uber, Lyft, shuttle, light rail service, or bus service may be used when practical once landing at the
67 destination. Economic-grade rental cars may also be used if economical and necessary. When renting a
68 vehicle, the traveler should decline any additional insurance coverage offered. Whenever a traveler uses
69 transportation after landing, receipts are required for reimbursement.

70 **Travel – Personally-Owned Automobile**

71 Department head authorization is required for the use of personally-owned automobiles in the daily
72 performance of duties. Unnecessary expenses which result from the use of an automobile for reasons of
73 personal convenience will not be allowed. Car-pooling is encouraged unless there are unusual
74 circumstances that make such an arrangement impractical.

75 Reimbursement for the use of personally-owned cars is at the standard mileage rate as provided in the
76 CONUS Rate Schedule. Reasonable parking lot fees, tolls, and ferry fees will be allowed when
77 necessary.

78 Procedures for calculating mileage are based on the fact that Maury County is prohibited from
79 reimbursing employees for normal commuting mileage, as follows:

80 a) If an employee begins or ends a trip at his/her official station, reimbursable mileage will be the
81 mileage from the official station to the destination.

82 b) If an employee begins or ends his/her trip at his/her residence without stopping at his/her official
83 station, reimbursable mileage will be the lesser of the mileage from the employee's residence to
84 his/her destination or his/her official station to the destination. On weekends and holidays, the
85 employee may typically be reimbursed for actual mileage from his/her residence to the destination.

86 c) If an employee travels between destinations without returning to his official station, reimbursable
87 mileage is the actual mileage between those destinations.

88 **Automobile Rental**

89 Advance authorization from the department head is required for automobile rental while traveling out-
90 of-state. Only properly authorized County employees with a valid driver's license may operate the
91 rented automobile. Expenses paid by the employee for gasoline shall be reimbursable when
92 accompanied by a receipt. Employees should refuel automobiles before returning them when it is more
93 economical under the rental agreement to do so.

94 **Parking**

95 Charges for routine parking while on travel status will be reimbursed. Receipts are required for parking
96 fees. Charges for routine parking at the official work station will not be reimbursed.

97 If travel is by air, the employee will be reimbursed for the allowable mileage reimbursement for one
98 round trip to/from the airport and long-term airport parking.

99 **Lodging**

100 Employees requiring lodging costs must submit a requisition, approved by the appropriate Department
101 Head or designee, to the Finance Department. A copy of the event brochure or registration form must
102 accompany the requisition for lodging.

103 In the event that an employee might be required to provide lodging on short notice out of his/her own
104 personal funds, Maury County will reimburse those lodging expenses in accordance with the following
105 guidelines:

106 The employee will be reimbursed for actual lodging costs plus the specific hotel tax incurred up to the
107 applicable maximum amounts as indicated on the Travel and Meals Reimbursement Rate Schedule. A
108 blanket exemption form for sales taxes should be utilized when making reservations to take advantage of
109 the County's tax-exempt status. Lodging receipts are required and must itemize room charges and taxes
110 by date.

111 For the employee's convenience when traveling to a conference or seminar, it is generally expected that
112 the employee stay at the hotel that is housing the conference or seminar or that is closest to the
113 conference or seminar. If a convention rate exceeds the maximum reimbursement rate and is
114 documented by a convention brochure or registration form, a higher reimbursement rate will be allowed.

115 Overnight lodging will not be allowed unless the conference/training is greater than 40 miles away from
116 the work station (unless students are participating in the trip as well) and the conference/training must be
117 a multi-day event.

118 The maximum reimbursement rates for out-of-state travel are the same as those maintained by the U.S.
119 General Services Administration for federal employees within the continental United States (CONUS).
120 Such rates are the generally accepted rates of the Internal Revenue Service and represent the maximum
121 per diem rates that can be used without treating part of the per diem allowance as wages for tax
122 purposes. The CONUS list, which provides a standard reimbursement rate for lodging and meals and
123 incidentals along with certain exceptions, is available on the General Services Administration web site
124 www.gsa.gov .

125 **Per Diem Rates for Meals and Incidentals**

126 Maury County will cover the cost of meals for overnight travel. Expenses for meal and other incidentals
127 will be reimbursed at the applicable locality rate set by the current Federal per diem standard.

128 The M&IE per diem rates follow federal guidelines and are detailed in the Travel and Meals
129 Reimbursement Rate Schedule. As with lodging, the maximum reimbursement rates for out-of-state
130 travel are the same as those maintained by the U.S. General Services Administration for federal
131 employees within the continental United States (CONUS).

132 Reimbursement for meals and incidentals for the day of departure and day of return shall be three-
133 fourths (75%) of the appropriate daily per diem rate.

134 While on travel status, if a meal is provided as part of an authorized training seminar or conference the
135 employee must deduct those meals from the per diem for that day, using the stand in place by CONUS at
136 that time. This also applies to the day of arrival and the day of departure.

137 Reimbursement of meal expenses for employees on one-day travel status generally will not be
138 permitted. Maury County will not reimburse for alcohol expenditures.

139 **Registration Fees**

140 Maury County prefers to pay registration fees by check or purchasing card made out directly to the
141 conference, training event, etc. This payment may occur in advance or an employee may carry the check
142 for presentation upon arrival at the training.

143 Registration fees for approved conferences, conventions, seminars or meeting will be allowed for
144 reimbursement purposes provided that receipts are submitted with the travel claim. A notice, agenda, or
145 brochure providing details of the conference or seminar attended should accompany the travel claim. A
146 written explanation must accompany any reimbursement request for additional fees associated with late
147 registration.

148 **Business Meals**

149 The County Mayor or Superintendent of MCPS may claim reimbursement or spend Maury County funds
150 for ordinary and necessary business meals that benefit economic development so long as the following
151 conditions are met:

- 152 a) There is a clear business purpose for the meal and a general expectation that Maury County will
153 receive a business benefit from the activity. Along those lines, it is generally expected that business
154 meals are to be provided to non-employees for purposes of furthering County economic goals.
- 155 b) The meal expense is not considered lavish or extravagant under the circumstances. No greater than
156 \$25 per person including a non-alcoholic beverage.

157 The business meal expense includes the cost of food, beverages (non-alcoholic only), and tips for the
158 meal. All such expenses must be supported by a detailed receipt and reported on the Claim for Travel
159 and Meal Expenses. The description of the meal must include the location, names of individuals present
160 and their business relationship with the County, and business purpose for the expense.

161 **Other Expenses**

162 Expenses for any items that do not relate to actual travel or business meals should not be submitted on
163 the Claim for Travel Expenses.

164 **Standard Reimbursement Rates**

165 Current rates are available at www.gsa.gov

166 **Out-of-state Reimbursement Rates**

167 The maximum reimbursement rates for out-of-state travel are the same as those maintained by the U.S.
168 General Services Administration (GSA) for federal employees within the continental United States
169 (CONUS). Such rates are the generally accepted rates of the Internal Revenue Service and represent the
170 maximum per diem rates that can be used without treating part of the per diem allowance as wages for
171 tax purposes. The CONUS list, which provides a standard reimbursement rate for lodging and meals
172 and incidentals along with certain exceptions, is available on the General Services Administration web
173 site (www.gsa.gov). The maximum rates for all localities outside CONUS are also available on the
174 internet at (www.gsa.gov).

175 The Maury County Finance Director reserves the right to use discretion with regard to the application of
176 the aforementioned policy guidance to address emergency matters or matters in which said policy offers
177 minimal to no guidance.

**MAURY COUNTY PUBLIC SCHOOLS
CLAIM FOR TRAVEL EXPENSE**

Claim for Travel Expenses Period

FROM: _____ (Date) TO: _____ (Date)

Approving Manager:					
GL Account #					
Fund	Sub Fund	Function	Obj.	Cost Ctr	Sub Obj.

Date	Departure	Destination	Round Trip	No. of Miles	Mileage at .655 per mile	Airline/Other	Parking	Lodging	Meal 1	Meal 2	Meal 3	Regist. Misc.	Total Amount
PAGE 1 TOTALS:				0	0	\$0.00	0	0	0	0	0	0	0

ADDITIONAL EXPLANATION:

EMPLOYEE TITLE: _____

PURPOSE OF TRAVEL: _____

NAME OF PAID ACTIVITY: _____

Page 2 Gross Total:	
Page 3 Gross Total:	
Page 4 Gross Total:	
Page 5 Gross Total:	
GROSS TOTAL:	

I CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT

WORKSITE: _____

NAME: _____

ADDRESS: _____

EMPLOYEE NO: _____

Claimant's Signature Date

Principal's Signature Date

Supervisor's Signature Date

NOTE: Receipts must be attached for all expenses except mileage and meals.

Maury County Public Schools

STAFF DEVELOPMENT/MEETING REQUEST

I would like to attend the following:

Conference ___ Workshop ___ Seminar ___ Other(Explain), _____

Activity Title: _____

Description: (Attach Agenda/Brochure): _____

Travel Destination: City: _____ State: _____

Funding Source: _____ Amount: _____

G. P, Budget Account Number: _____

**Date{s} of Activity: _____

I will return to work on: _____

Total number of days absent: _____

Employee Signature

Date

Principal Signature!

Date

***BUILDINGDESIGNEE: _____

[Principal's signature is required for AP Requests

Please turn in a separate form for each event (conference, workshop, seminar, etc.) that you plan to attend. **Forms should be submitted at least ten {10} workdays prior to the event. Requests must be approved before attending the event.**

RETURN THIS FORM TO: Appropriate Supervisor

CENTRAL OFFICE USE ONLY _____

Date Received: _____

Request is: Approved _____

Not Approved _____

Approval Signature

Date

Executive Committee Approval (if needed):

Director of Schools

Date

Board Chairman

Date

Maury County Board of Education Approved:

Date