

TRAVEL REIMBURSEMENT GUIDELINES

EFFECTIVE January 1, 2020

1. The Marion County Board of Education pays in-county travel a month at a time. Forms should be submitted for reimbursement by the 8th of the month for the previous month. Checks will be written on the 15th of the month for in-county travel.
2. Out-of-county travel is paid twice a month. Forms should be submitted for reimbursement by the 8th of the month for payment on the 15th and the 23rd of the month for payment on the 30th. Out-of-county travel must have a copy of professional leave form for supporting documentation. Please look at your professional leave form to ensure Accounting is one of the copies. If it is not, you are using the incorrect form.
3. Checks for employees who work in the Central Office and principals are placed in their mailboxes. All others are mailed.
4. All employees need to have their signatures notarized. Also an administrator/department head must approve and sign each form and assign the appropriate account number for the travel. Principals turning in travel should have their forms approved and signed by Mr. Farley or Mr. Malnick. An itinerant teacher would get their form signed by their home base's principal/department head. The account number is assigned by the departments.
5. The reimbursement rate is set by the IRS, usually at the first of the calendar year. The treasurer will send a memo to the staff informing them of the effective rate. The rate as of January 1, 2020 is \$.575.
6. **Travel begins at the school**, not at home, and continues to the next school, and the next, and so on. Each day, from and to locations, and number of miles must be recorded on the in-county travel forms.
7. Out-of-county reimbursement forms are to be used for all meetings that are held outside of the county or state.

8. The meal allowance is the U.S. General Services Administration rate (GSA). The GSA rate is determined by the city where you stay overnight. The Finance Department is aware of the GSA rates for overnight travel in West Virginia and you will not have to provide support for those rates. Any overnight stay outside of West Virginia, the employee should provide a copy of the GSA rate. This rate can be found on the following website: www.gsa.gov/travel/plan-book/per-diem-rates. To receive reimbursement up to the GSA reimbursement, **ALL** receipts (itemized detailed receipt: including food, beverages, etc. purchased in addition to the receipt with gratuity and grand total to receive full reimbursement up to the allowable amount) **must** be turned in to be reimbursed in full. If receipts are NOT turned in, reimbursement will only be given in the amount of \$25.00 per day. **There is no reimbursement for meals on a one-day meeting.** There is an exception - if the person would have to be at the meeting early in the morning and cannot stay the night or if the meeting lasts into the evening (minimum of 12 hours including travel) and the itinerary **MUST** be attached for supporting documentation if you are requesting reimbursement for meals for one-day meetings. Tips can be reimbursed if turned in on the receipt so long as the gratuity does not exceed 20% of the total bill. Finally, alcoholic beverages are not reimbursable.

9. Receipts are needed for transportation costs - taxis, shuttles, parking, etc. The Board will not reimburse without the receipts.

10. Occasionally, airline tickets need to be reimbursed before the trip as they are booked in advance. The receipts are required for reimbursement.

11. The itemized hotel/lodging invoice is required for reimbursement. Any charges for gift shops, golfing, movies, etc. will not be reimbursed, as these are to be paid by the employee. If the bill was not paid by a personal credit card, ask the employee to write a check personally for the amount so it can be sent with our payment to the hotel. MCBOE usually reimburses the employee for taxes charged (state, local, resort fees, etc.) as well as the fee for internet services in the room. However, employees are strongly encouraged to take a tax exemption certificate with them for hotel stays.

12. MCBOE does have a direct bill account with Embassy Suites in Charleston, WV. Embassy Suites bills us directly and we do not pay the taxes. Most hotels do

not offer this. The employee can take or fax a copy of the Board's tax exemption certificate; however, the hotel will follow its policies.

13. An employee traveling on a toll road can be reimbursed for the toll if the receipt is turned in with the out-of-county reimbursement form.

14. In-county mileage is rounded to the nearest half mile. Mileage chart is available on the Marion County BOE website. If there is any deviation from the chart, please document the reason.

15. Always ask the Treasurer if you have questions or need clarification.

16. Use one sheet for each calendar month. Do not include more than one month on a page. If more than one month is on a sheet, the sheet will be returned, which could delay payment. Please be sure to include adding machine tape to the form.

17. The vendor number is different from your employee number. It can be found on the last typed line of your check voucher.

18. If you are a Special Education teacher/aide, Title 1 teacher, traveling for Child Nutrition, etc., your forms must go to the department FIRST before being sent to the Accounting Department.

19. To be able to claim mileage – YOU MUST BE USING YOUR PERSONAL VEHICLE. You are not eligible for mileage if the county vehicle is used or if you are riding with someone else. Mileage reimbursement is for fuel, wear and tear on your personal vehicle that you drive for work purposes.

20. In-county-travel should be submitted monthly (not quarterly, not by semester, not annually).