

TRAVEL REIMBURSEMENT PROCEDURES

- A. The Expenses for District Travel Form and Travel Log are available in an excel workbook. Complete the forms electronically, if possible; print the applicable forms and sign – preferably in blue ink. These forms have formulas included to calculate totals. Certain cells are protected and cannot be changed.
- B. The excel workbook has 5 separate worksheets available. The first tab is the Travel Form. The Travel Log is available on 3 separate tabs, one for each page with 3 pages available. The 5th tab is a tally sheet for the Travel Log when more than one page is necessary.
- C. Regular monthly travel should be completed and claimed each month.
- D. Overnight professional travel should be claimed on a separate travel form for each trip. Only one travel form per trip should be completed. When more than one funding source is used, each account code should be listed at the top of the form in the appropriate blank. The amount to be charged to each code should be listed with that code.
- E. The District reimbursement plan conforms to IRS regulations for Accountable Plans. Therefore, the District will:
 - a. not advance travel expenses more than 30 days before the expense is incurred,
 - b. not reimburse the expenses after 60 days have lapsed from the date of the travel, and
 - c. require that any excess reimbursements be returned within 120 days after the expense was paid or incurred.
- F. Travel reimbursements that have exceeded the 60 day limit must be claimed on a Payment for Services Rendered form.
- G. The current rate of travel will be listed on the travel form which can be found on the District's website: Departments/Fiscal Services/links
- H. Travel to and from conferences is claimed on the travel reimbursement form and is shown as travel to and from the conference. Business miles traveled while at a conference must be documented on an attached form on the same attachment for documenting in district travel. Only business miles should be documented, not miles driven for pleasure while at a conference. Mileage to and from conferences is verified by Fiscal Services using MapQuest or similar programs to ensure reasonable accuracy.

- I. Meal & Incidental per diem rates are for overnight travel only. The appropriate daily per diem rates for South Carolina may be found on the travel form and should be shown in the applicable meal blanks. If travel occurs outside of South Carolina the applicable daily rates may be found at the following website:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

The first and last days must be claimed at the 75% rate (which is reflected on the chart). Meals and Incidentals may NOT be charged to the district's purchasing card.

- J. Registration fees and overnight lodging fees must be documented. Only business-related expenses charged to the lodging bill will be reimbursed. Credit card receipts are not sufficient for a motel/hotel charge. The original motel/hotel receipt showing the date and single room charge must be attached to the reimbursement request.
- K. The employee making the request and the employee's principal/supervisor must sign the form.
- L. Overnight professional travel must be reconciled with total expenses for the trip. The amount paid by district check or procurement card must be listed on the form.
- M. This form may not be re-created in anyway. If a form is submitted other than the one produced by the Office of Fiscal Services, then the form will be returned.
- N. All forms must be original. Receipts must be originals. Copies of receipts will not be accepted.
- O. Travel reimbursements cannot be paid through school imprest accounts.

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