

Book	Policy Manual
Section	6000 Finances
Title	TRAVEL PAYMENT AND REIMBURSEMENT
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Legal	West Virginia State Board of Education Policy 1224.1 West Virginia State Board of Education policy 8200 WV Code 6B-2-5(b)(2) 2 C.F.R. 200.474
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6550 - **TRAVEL PAYMENT AND REIMBURSEMENT**

Travel expenses incurred for official business travel on behalf of the District shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Any travel expenses submitted to the District level for reimbursement requires the signature of the principal to verify the reimbursement was not already made at the school level. Any travel by the principal must be approved at the District level even if the travel expenses will be paid by the school.

Payment and reimbursement rates for per diem, meals, lodging, and mileage, shall be established by the District and approved by the Board. The District shall establish mileage rates in accordance with the Federal standard mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

An employee may use and/or accrue bonus points acquired through participation in frequent traveler programs, hotel "bonus points," credit card "rewards," or any other reward under similar affinity programs while traveling on official School business, only if his/her participation would result in no additional cost to the District.

Travel payment and reimbursement provided from all funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that 1) the participation in the event by the individual traveling is necessary to the Federal award; and 2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110.

This policy does not address every issue, exception, or contingency that may arise in the course of travel.

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