

New Albany-Floyd County  
Consolidated School Corporation

**TRAVEL REIMBURSEMENT  
POLICY BOOKLET**

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## Table of Contents

I.	Overview	1
II.	General Policy	2
III.	Meals	3
IV.	Transportation/Lodging	4
V.	Documentation	5
VI.	Do's and Don'ts Checklist	6
VII.	Frequently Asked Questions	8

**Q.** What kinds of documentation do I need?

**A.** Original itemized receipts from a business or representative (no generic sales slips can be accepted/any receipt must have all appropriate information printed on it), canceled checks (for registrations, if necessary) itemized hotel bills.

**Q.** Why aren't photocopies of my receipts acceptable?

**A.** To protect the school corporation against duplicate claims for reimbursement.

**Q.** When and why do I need to use a Purchase Order?

**A.** For purchasing materials, group registrations or other expenses exceeding \$100.00 to determine whether funds are available and in order not to pay sales taxes from which we are exempt.

**Q.** When can I expect to get my money?

**A.** The School Board meets for reimbursement once a month. Checks are paid twice a month.

## VII. Frequently Asked Questions

**Q.**What is the Anticipated Travel Request?

**A.**It is a form which lets the superintendent know that you will be away from your assigned duties and incurring expenses.

**Q.** What is the difference between the Building Initiated Travel Request and the Anticipated Travel Request forms?

**A.** Building initiated forms are sponsored by building level budgets while corporation initiated forms are supported by corporation sponsored budgets.

**Q.**What is an Accounts Payable Voucher?

**A.**A form used to keep track of all travel related expenditures which must be submitted in order to be reimbursed (formerly known as a Claim.)

**Q.**What kinds of expenses can I submit for reimbursement?

**A.** Any expense directly related to your business travel, excluding miscellaneous personal expenses. Generally, examples include lodging, meals, registration costs, airline tickets, and transportation.

The New Albany-Floyd County Consolidated School Corporation encourages professional development among its 1,500 employees. The Board of School Trustees strongly supports travel in pursuit of knowledge which will benefit our local educational programs, while respecting the limits of our financial resources.

As public employees, we must be mindful that we are funded by the property taxpayers of Floyd County and the State of Indiana. Moreover, we are overseen by the Indiana State Board of Accounts, whose mission is to protect those taxpayers. Therefore, it is imperative that we be responsible when using tax revenues and documenting travel expenses.

Our travel policy and required documentation need not be complicated or confusing. In order to be fully reimbursed for legitimately incurred expenses, preparation of travel plans and related documentation must be organized. With this goal in mind, we have prepared this step-by-step procedure manual.

### I. Overview

## II. General Policy

Our policy is centered around the principle of reimbursing the employee for expenses incurred during approved travel. In most cases, the employee bears the burden of the initial expenditure and the school corporation provides timely reimbursement. Prior to departure, faculty and staff must gain approval from the immediate supervisor through the Anticipated Travel Request Form. Employees can expect to be reimbursed for the predetermined travel and associated costs when on official school corporation business. There is no per diem allowance.

Employees are responsible for arranging their own itineraries, recording expenses while traveling, and submitting proper documentation for reimbursement.

Reimbursement payments are rendered twice a month after submittal of post-travel documentation. Employees can expect to be reimbursed promptly if post-travel documentation is in order and presented to the Business Office in a timely fashion. The School Corporation takes pride in assisting its employees in getting prompt reimbursement of their expenses.

2

### While Traveling:

Request original itemized receipts and documents with company name printed on receipt (i.e. hotel/motel, registration, parking, car rental, taxi, restaurant, materials, supplies).

Request separate receipts for personal items.

Request that your checks be separate from others in your party (if applicable).

### When You Return:

Photocopy all receipts and retain for your records.

Attach original itemized receipts, photocopied canceled checks (when necessary) and itemized credit card statements (when necessary) to approved Anticipated Travel Request, Accounts Payable Voucher, and mileage claim form signed by employee and submit to supervisor for signature. Complete Mileage Claim Form #101 (if applicable) and photocopy for your records.

### DON'T:

Accept generic receipts from vendors-Be sure the company name is indicated.

Submit photocopies of receipts (except credit card itemized statements).

Submit vouchers for taxes incurred (excluding lodging, transportation, and restaurants).

Submit vouchers for tips/gratuities bestowed.

Submit vouchers for alcohol, movie rental, non-business related telephone charges, or petty items such as gum, candy, ice cream, sodas, cookies, snacks, bottled water, coffee, laundry services, coat check, etc.

Submit vouchers for non-employees.

7

Accounts Payable Form Voucher #523 is used for reimbursement of all legitimately incurred expenses (e.g. travel, meals, supplies, registration fees).

Mileage Claim Form #101 is used to claim reimbursement for all mileage.

Purchase Orders must be used for any purchase of goods/services exceeding \$100.00

## **VI. The Do's and Don'ts**

(To ensure maximum reimbursement)

### **DO:**

#### **Prior to Departure:**

Shop for lowest transportation and lodging rates.  
Determine number of meals to be reimbursed.  
Determine registration fee (if applicable).  
Predetermine mileage through Business Office or school secretary.  
Complete and submit Anticipated Travel Request Form.  
Obtain purchase order for materials, supplies, lodging and registration (if applicable) in a timely fashion.

## **III. Meals**

Reimbursement for breakfast may not exceed \$16.00; lunch, \$17.00; and dinner, \$31.00, including sales tax (this does NOT mean \$64/day). On top of the maximum reimbursable amount, a gratuity of up to 20% may be added to the bill. Tips should be written on the itemized receipt.

The original itemized receipt must be presented. A credit card sales slip and/or statement is NOT acceptable unless itemized.

Alcohol, gum, candy, ice cream, sodas, cookies, bottled water or other snacks are not a reimbursable expense.

Reimbursement of meal expenses for one day trips are made only if advanced written approval is obtained from the person in charge of the travel account.

Under special circumstances, the superintendent, or designee, may waive the maximum reimbursement allowed for meals. This requires a letter of authorization from the superintendent, or designee, prior to departure.

When paying for meals for other employees that you are traveling with, please document everyone's name on the receipt and attach all anticipated travel forms.

When traveling to multiple day conferences, lunch on the first day of travel, should be the first meal receipt turned in for reimbursement.

## IV. Transportation/Lodging

Reimbursement for expenses can be reported in two ways:

1. Mileage must be reported on the Mileage Claim Form #101. Frequent and/or daily work related travel (as a condition of employment), primarily within Floyd County, does NOT require pre-approval. Starting and ending odometer reading must be recorded or the approved Business Office mileage chart may be used; claim forms should contain a minimum of \$10; and forms should be submitted quarterly.
2. Accounts Payable Form Voucher #523 is used for trips primarily outside Floyd County approved through the Anticipated Travel Request. Lodging, air travel, food, etc. expenses should be listed on this form.

Mileage is reimbursed at the current IRS allowable rate. Employees may use 58.5 cents per mile to estimate expenses on the Anticipated Travel Form; the Business Office will substitute the actual IRS figure in its calculations for reimbursement. (58.5 cents in January 2022)

Air travel expenses are to be reasonable, cost efficient and pre-approved by the appropriate director or principal through the Anticipated Travel Request.

An original itemized receipt is required for car rental reimbursement.

Original itemized receipts required for parking, taxi and airport transportation.

Purchase Orders may be used for lodging (when available) in lieu of employee being reimbursed.

Reimbursement for authorized travel may include sales and excise tax paid during the trip only for meals and lodging.

Appropriate reimbursement documentation must consist of the following:

Valid original itemized business receipts/cash receipts sales slips containing business name and itemized total (no generic sales slips will be accepted).

Original itemized hotel/restaurant bills.

Employees will not be reimbursed for coat checks, alcohol, movies, laundry expenses, or other items of a personal nature.

Personal items listed on receipts must be circled and marked personal.

## V. Documentation

The Anticipated Travel Request Form is the document for obtaining permission for Professional Leave and travel expense reimbursement. Building initiated travel requests as well as corporation initiated travel requests use the same Anticipated Travel Request Form and the same approval process is administered by the same reimbursement policies and procedures.