

## **REGULATION REGARDING TRAVEL REIMBURSEMENTS**

Persons requesting reimbursement for local travel in performance of their duties must submit to the Budget Office a request for travel supplement on a form approved by the Department of Finance and/or Administration as part of the annual budget process based on authorized miles.

Regional School Board employees cannot be reimbursed for the use of personal vehicles unless so authorized by the Associate or Assistant Directors.

Regional School Board employees will be eligible to receive travel reimbursement based on the rate approved by the school for official school business. This would include taking sick children home, travel to and from meetings at the school building, etc. Other travel related expenses such as parking fees and tolls may be reimbursed if properly documented on the Expense Voucher Form.

Reimbursement for travel related costs other than mileage will be provided as follows:

### **a. Non-reimbursable Items**

- (1) Loss of funds or personal belongings while traveling is the responsibility of the employee and will not be reimbursed.
- (2) Except in unusual circumstances (such as laundry for an extended residence), personal expenses, such as haircuts, valet, laundry, etc., are not reimbursable.
- (3) Insurance premiums paid by the traveler for personal benefit will not be reimbursed.
- (4) Self entertainment activities, such as movies, bowling, travel tours, etc., are not reimbursable.
- (5) Cost of alcoholic beverages are not reimbursable.

### **b. Meals**

Employees on approved travel will receive a daily per diem allowance for meals and incidental expenses based on the federal per diem rates as determined by Internal Revenue Service guidelines. The employee is not required to submit receipts for meals and incidentals incurred during travel. Incidental expenses include baggage handling fees, hotel maids, etc.

MLWGS will only pay the daily per diem allowance to employees for meals and incidental expenses related to travel requiring an overnight stay.

The daily per diem allowance is determined by the departure and return times and will be adjusted if meals were included as part of the travel arrangements, conference registration, or other expense that has been, or will be, paid by the school.

### **c. Receipts Required**

Receipts must be attached to the Expense Voucher Form for the following items:

- (1) Transportation tickets;
- (2) Lodging;
- (3) Costs incurred for use of a Henrico County automobile;
- (4) Any other expenditure related to the travel for which reimbursement is sought, including, but not limited to, parking, ground transportation, etc.

Adopted: October 15, 2020

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Cross Ref.:

Pol. 5030	Professional Staff Development
Pol 7032	Expense Reimbursement
Reg 7032-R	Regulation Regarding Expense Reimbursement
Pol 5009	Expense Reimbursement
Reg 5009-R	Regulation for Expense Reimbursement
Reg 5009.1-R	Regulation Regarding Travel Reimbursements