



Book	Policy Manual
Section	3000 Instructional Staff
Title	TRAVEL EXPENSES
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Status	
Legal	<a href="#">F.S. 112.061</a>
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### 3440 - **TRAVEL EXPENSES**

The Corporation may provide for the payment of the actual and necessary traveling expenses, of any instructional staff member of the Corporation incurred in the course of performing services for the Corporation or receiving Professional ~~Learning Development~~ training, whether within or outside Bay County, under the direction of the Governing Board, with pre-approval, and in accordance with Board policy.

The Chief Education Officer is the designated representative of Bay Haven Charter Academy, Inc responsible for authorizing and approving all instructional and administrative travel, as well as related travel payments. Prior to authorization of travel, each officer, employee, or other person acting on behalf of the Board shall consider the greatest possible economy and the avoidance of unnecessary travel. A completed *Request for Travel Authorization* form as well as Adequate documentation is required for all authorized travel. If preauthorization is not given by administration, the CEO and/or the Coordinator of Curriculum and Instruction, there will be no reimbursement of travel expenses and personal leave must be used for time away from the workplace.

#### **FOR CEO, CFO, HAVEN "CENTRAL OFFICE" STAFF, SCHOOL ADMINISTRATORS AND SCHOOL BOOKKEEPERS**

All administrative travel must be authorized and pre-approved by the traveler's direct supervisor and the Coordinator of Curriculum and Instruction, with final approval granted by the Chief Education Officer. All necessary approvals must be obtained **prior** to the commencement of travel and **before** any travel expenses are incurred. This includes submission of Temporary Duty Leave (TDY) requests and substitute requests, if applicable.

#### **In County Travel**

In-county travel by the employees listed above shall be reimbursed at the IRS mileage rate that is in effect as of July 1st of that fiscal year. Mileage shall be computed from the official headquarters of the employee to each destination, or from initial destination to subsequent destinations. No reimbursement shall be paid for travel between an employee's home and his/her official headquarters. However, if an employee travels from home to a temporary work location in the morning or returns home from a temporary work location in the afternoon, the temporary work location or locations shall be deemed to be the official headquarters for computing travel for that particular day.

Official odometer readings must be kept on the Odometer Record Form. The Mileage Reimbursement Form with attached Odometer Record Form must be turned in to the Budget and Finance Officer on the 15th and last day of every month in order to receive timely payment.

#### **Out-of-County Travel**

A. One Day Trips: Travel expenses by the employees listed above not requiring travel past midnight or beyond twenty-four (24) hours shall be reimbursed as follows:

1. Mileage/Transportation - The employee must first compare the rate of rental car plus gas vs. the use of their own personal vehicle. If renting a car is more cost efficient, the employee shall rent a car. If the use of a personal vehicle is authorized, mileage shall be reimbursed at the IRS mileage rate that is in effect on July 1st of that fiscal year. If travel is by common carrier, the actual cost of travel based on standard coach fares shall be reimbursed if employee pays for this out of pocket.
2. Meals - The traveler shall be entitled to meal allowances as follows:
  - a. Breakfast: \$9 - travel begins before 6 a.m. and extends beyond 8 a.m.
  - b. Lunch: \$12 - travel begins before noon and extends beyond 2 p.m.
  - c. Dinner: \$19 - travel begins before 6 p.m. and extends beyond 8 p.m.

NOTE: The employee shall not receive reimbursement or per diem meal allowances for any meals provided by the hotel, conference, another entity or meal included in the registration fee. No reimbursement is authorized for gratuities over and beyond meal allowances. No reimbursement shall be given for alcoholic beverages.

B. Trips in Excess of Twenty-four (24) hours or Requiring Overnight Travel:

1. Mileage/Transportation - The employee must first compare the rate of rental car plus gas vs. the use of their own personal vehicle. If renting a car is more cost efficient, the employee shall rent a car. If the use of a personal vehicle is authorized, mileage shall be reimbursed at the IRS mileage rate that is in effect on July 1st of that fiscal year. If travel is by common carrier, the actual cost of travel based on standard coach fares shall be reimbursed if employee pays for this out of pocket.
2. Lodging - The employee shall first seek to pay for lodging using Corporation purchase order, Corporation check or Corporation credit card. If none of those options are available, and reimbursement is sought, the employee shall be reimbursed the actual cost of lodging based on single occupancy rate (or rate of available room). Normally, travelers requiring an overnight stay will stay at the site hosting a convention/conference or at a hotel located convenient to the convention/conference site.
3. Meals - The traveler shall be entitled to meal allowances as follows:
  - a. Breakfast: \$9 - travel begins before 6 a.m. and extends beyond 8 a.m.
  - b. Lunch: \$12 - travel begins before noon and extends beyond 2 p.m.
  - c. Dinner: \$19 - travel begins before 6 p.m. and extends beyond 8 p.m.

NOTE: The employee shall not receive reimbursement or per diem meal allowances for any meals provided by the hotel, conference, another entity or meal included in the registration fee. No reimbursement is authorized for gratuities over and beyond meal allowances. No reimbursement shall be given for alcoholic beverages.

### Out-of-State Travel

All out-of-state travel by employees must be specifically approved in advance by the CEO's or his/her designee. No reimbursement of any kind shall be made without the CEO or his/her designee's pre-approval.

### FOR FACULTY AND INSTRUCTIONAL STAFF TRAVEL

All instructional travel must be authorized and pre-approved by the traveler's direct supervisor and the Coordinator of Curriculum and Instruction, with final approval granted by the Chief Education Officer. All necessary approvals must be obtained **prior** to the commencement of travel and **before** any travel expenses are incurred. This includes submission of Temporary Duty Leave (TDY) requests and substitute requests, if applicable.

The Professional Learning Development Team along with School Administration and the CEO will oversee all faculty and instructional staff travel requests. Allocation of travel funds will be at the discretion of the CEO, School Administration, and the Professional Learning Development Team in concert with the CFO. A Request for Travel Authorization form must be submitted along with backup documentation to the School Administrator for approval and

then to the Professional Learning Team for approval. The request will then be forwarded to the CEO Professional Development Team. The request will then be forwarded to School Administration for approval. When feasible, if multiple employees need to receive the same training, that training will be provided on site if the cost will be less to do so.

- A. Lodging - Once the Request for Travel Authorization has been approved by all parties, the Professional Learning School Administration has approved the instructional travel request, the Professional Development Team will then make accommodations for the instructional employee or employees. Normally, travelers requiring an overnight stay will stay at the site hosting a convention/conference or at a hotel located convenient to the convention/conference site which is reasonable in cost. If more than one employee is attending a convention/conference, there is an expectation of shared accommodations consisting of two same gender adults per room. If the Professional Development Learning Team is unable to make payment for the rooms in advance or by Corporation credit card, and the traveler seeks reimbursement for lodging, lodging will be at the double occupancy rate (or rate of available room).
- B. Meals - The traveler shall be entitled to meal allowances while on travel preapproved by the CEO, School Administration and Professional Development Learning Team as follows:
  1. Breakfast: \$9 - travel begins before 6 a.m. and extends beyond 8 a.m.
  2. Lunch: \$12 - travel begins before noon and extends beyond 2 p.m.
  3. Dinner: \$19 - travel begins before 6 p.m. and extends beyond 8 p.m.

NOTE: The employee shall not receive reimbursement or per diem meal allowances for any meals provided by the hotel, conference, another entity or meal included in the registration fee. No reimbursement is authorized for gratuities over and beyond meal allowances. No reimbursement shall be given for alcoholic beverages.

- C. Mileage/Transportation- The employee must first compare the rate of rental car plus gas vs. the use of their own personal vehicle. If renting a car is more cost efficient, the employee shall rent a car. If the use of a personal vehicle is authorized, mileage shall be reimbursed at the IRS mileage rate that is in effect on July 1st of that fiscal year. If travel is by common carrier, the actual cost of travel based on standard coach fares shall be reimbursed if employee pays for this out of pocket. When more than one employee is traveling to the same convention/conference, group travel is expected. Where applicable, the Professional Development Learning Team will decide which means of travel is most economical.

## GENERAL GUIDELINES

### Computation of mileage:

- A. In-county - In accordance with the Bay District Schools mileage schedule or odometer reading from the point of departure to the destination, whichever is less.
- B. Out-of-county - In accordance with the mileage chart established on the official State road map, plus any justifiable vicinity mileage or odometer reading from the point of departure to the destination, whichever is less.
- C. Out-of-state - In accordance with the traveler's odometer reading.

When more than one employee is going to the same destination, travel shall be coordinated where practical and economical. No traveler shall be allowed mileage reimbursement for using their own vehicle out of convenience. No traveler shall be allowed either mileage or transportation reimbursement when s/he is gratuitously transported by another person or when s/he is transported by another traveler who is entitled to mileage or transportation expense. However, a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for his/her fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to transportation expense for the same flight.

The following incidental travel expenses will be reimbursed upon submission of receipts:

- A. Taxi, Uber, Lyft or Rideshare fares
- B. Ferry Fares
- C. Bridge, road and tunnel tolls
- D. Storage and parking fees

E. Communication expense, when applicable (hotel internet or phone use for official business)

F. Luggage Fees

Reimbursement claims - All claims for reimbursement of travel expenses shall be submitted on forms provided by the Accounting and Finance Department, and shall contain receipts for lodging, when applicable, and for other reimbursable expenses, exclusive of meals. All taxes shall be reimbursed; however, before travel, the traveler should obtain the Sales Tax-Exempt Certificate from the school so that sales tax will not be charged on lodging and other expenses. All claims shall also be signed by the traveler attesting to the fact that the travel was approved for official purposes and the expenses were actually incurred by the traveler as necessary traveling expenses in the performance of his/her official duties. Official odometer readings must be kept on the Odometer Record Form. The Mileage Reimbursement Form with attached Odometer Record Form must be turned in to the Budget and Finance Officer with the Travel Expense Form. A supervisor's approval shall not be required on claims submitted by the CEO or CFO.

Family travel - In the instance of family traveling with traveler, where there was a more economical way of traveling, the traveler will not receive mileage reimbursement or travel reimbursement such as tolls. If a common carrier is used for travel, the traveler will only receive reimbursement for themselves. The traveler will also receive lodging reimbursement at single occupancy rate. All expenses for family must be paid for by traveler and not by school funds.

### FRAUDULENT CLAIMS

Pursuant to the provisions of F.S. 112.061(11), any person who willfully makes and subscribes any claim which s/he does not believe to be true and correct as to every material matter or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation of a claim which is fraudulent or is false in any material manner, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, shall be guilty of a misdemeanor of the second degree, punishable by law. Additionally, whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

The validity of payments for travel expenses shall be determined by the CFO or designee. Pre-approval for estimated travel expenses by the CEO, school administration and the Professional Development Learning Team is required.

Staff members 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, supplemental insurance on rental cars, fines for traffic violations, and the entertainment/meals/lodging of spouse or guests.

Accrual of personal frequent-flyer miles, hotel "bonus points", credit card "rewards", or any other reward under similar affinity programs (including credit points or rewards directed to non-profit organizations) is strictly prohibited.

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

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