

Travel Procedures for In-Town/In-County Travel and Reimbursement

Hamilton County Department of Education

Section 1: Purpose, Responsibility, and Accountability

1.1 Purpose

The HCDE Procedures are designed to provide a framework for recording, submitting, and reimbursing costs related to travel for employees. The HCDE Travel Procedures are intended to be practical, understandable, and accountable. Effort has been made to simplify procedures as much as possible while still maintaining a valid audit trail. The overriding principle is to insure proper stewardship of public funds, without incurring additional charges to employees who must travel.

1.2 Responsibility

Deliberate disregard for these regulations while traveling on county business, or filing of an intentionally misleading or fraudulent travel claim, are grounds for disciplinary action up to and including termination of employment. It is the responsibility of each HCDE department and school to inform its employees of the requirements of the HCDE Travel Procedures and to monitor the travel claims of all employees. It is the responsibility of the employee to adhere to the HCDE Travel Procedures.

1.3 Accountability

Employees, when traveling, should be as conservative as circumstances permit.

1.4 Original Documentation

HCDE In-County Expense Voucher or the HCDE Expense Voucher, whichever is applicable for In-County travel, require original receipts with employees and administrators, including appropriate budget or grant managers original signatures.

Section 2: General Policy and Authorization

2.1 General Policy

Travel for the purpose of attending an in-town conference or meeting must have prior approval from school and district level administrators, including appropriate budget or grant managers original signatures.

- a) Travel may not be undertaken unless it has been approved.
- b) The principal or department administrator is responsible for ensuring all employees understand and follow the HCDE Travel Procedures.
- c) Receipts are required for all reimbursable expenses. Per Diem allowances are not reimbursable for in-town conferences.
- d) Travel must be by the most direct route possible, and any individual traveling by an indirect route must assume any extra expense incurred.

2.2 In-Town Conferences

The HCDE Conference Attendance Request Form should be completed (if employee requests reimbursement) and approved by school and district level administrators, including appropriate budget or grant managers original

signatures prior to making in-town conference arrangements. Conference Attendance Request forms should be submitted at least four (4) weeks prior to the in-town conference date(s).

- a) When requesting attendance for an in-town conference, include the vendor providing the conference as well as the conference name. If a vendor has not been used previously, a completed W-9 form is also required from the vendor.
- b) In-town conference registration fees may be paid by purchase order if the vendor accepts purchase orders. When requesting a purchase order for registration, you must include the registration form. When filing for reimbursement for in-town conferences, you must attach the signed, approved HCDE Conference Attendance Request form with the appropriate receipts for reimbursable expenses. All reimbursement forms must include the signature of the employee/traveler and the school or applicable district level administrator, including appropriate budget or grant managers original signatures.
- c) In-Town Conference Expense Reimbursement: Claims for reimbursement for in-town conference expenses should be submitted using the HCDE Expense Voucher no later than two (2) weeks after completion of the travel. Claims submitted after this period must provide written explanation for the delay.

2.3 In-Town Mileage and Parking—Prior Approval Required

- a) In-Town Mileage and Parking (Official Travel): Claims for in-town mileage and parking reimbursement should be submitted using the HCDE In-County Expense Voucher to the Accounts Payable Department by the tenth (10th) day of each month. Claims submitted after this period must provide written explanation for the delay.

Section 3: In-Town Travel Reimbursement

3.1 Reimbursement Steps for In-Town Conferences

- a) The document authorized for requesting reimbursement for in-town conference expenses is the Hamilton County Department of Education Expense Voucher.
 - Complete the HCDE Expense Voucher
 - i. Hotel-Motel: **Not applicable**
 - ii. Meals & Incidental Expenses (Per Diem): **Not applicable**
 - iii. Transportation:
 - Only mileage for official business may be claimed for reimbursement.
 - Employees are reimbursed for mileage:
 - a. Monday-Friday: Mileage can be claimed from work place to/from their respective work station to/from the conference
 - b. Saturday-Sunday: Mileage can be claimed to/from employee residence to/from the conference
 - Mileage may be calculated by trip meter (trip odometer) readings or use of an online map service (i.e., Google Maps, MapQuest, etc.)
 - Carpooling: Employees may choose to car pool to an in-town conference. Only the driver may be reimbursed. The driver must provide the name of the passengers on the HCDE Expense Voucher and the passengers must note the name of the driver on their respective HCDE Expense Vouchers.

iv. Other Expenses:

- Conference registration fees may be paid by:
 - a. Purchase order, if the vendor accepts purchase orders. When requesting a purchase order for registration, you must include the registration form.
 - b. Individual employee attending conference. Individual employee will be reimbursed.
- Parking:
 - a. Necessary charges for routine parking for conference location will be reimbursed with original receipts. Charges incurred through street parking meters may be reimbursed with proof provided through a credit card statement.
 - b. Valet parking is reimbursable only where it is required.
- Non-reimbursable Items:
 - a. Expenses of educational materials, professional development materials, or other business related materials or expenses are not actual travel expenses. Reimbursement will require administrative approval.
 - b. Expenses for personal charges will not be reimbursed.
- Include approved HCDE Conference Attendance Request Form (if employee requests reimbursement).
- Include all required, original receipts for reimbursable expenses. All receipts that are less than a full page in size must be taped to a sheet of 8.5" x 11" paper.
- b) Submit HCDE Expense Voucher and corresponding documentation to the appropriate administrator/department.
- c) Once documentation is received by the HCDE Accounts Payable department, a reimbursement check will be issued to the employee within a two (2) week time period (pending unforeseen reimbursement concerns/issues).

3.2 Reimbursement Steps for Official Travel Mileage and Parking—Prior Approval Required

- a) The document authorized for requesting reimbursement for in-town official travel expenses is the HCDE In-County Expense Voucher.
- b) Complete and submit the HCDE In-County Expense Voucher to the Accounts Payable Department by the tenth (10th) day of each month. Claims submitted after this period must provide written explanation for the delay.
 - Mileage:
 - i. Only mileage for official business may be claimed for reimbursement.
 - ii. Mileage should be reported daily and may be calculated by trip meter (trip odometer) readings or use of an online map service (i.e., Google Maps, MapQuest, etc.).
 - iii. Beginning and ending locations and purpose of travel must be noted on the HCDE In-County Expense Voucher.
 - Monday-Friday: Mileage can be claimed to/from work place to/from other in-town, business-related location(s)
 - Saturday-Sunday: Mileage can be claimed to/from residence to/from other in-town, business-related location(s)

Other Expenses:

iv. Parking:

- Necessary charges for routine parking charges for business purposes will be reimbursed with original receipts. Charges incurred through street parking meters may be reimbursed with proof provided through a credit card statement.
 - All parking receipts that are less than a full page in size must be taped to a sheet of 8.5" x 11" paper.
- c) Submit the HCDE In-County Expense Voucher and corresponding documentation to the appropriate administrator/department.
- d) Once documentation is received by the HCDE Accounts Payable department, a reimbursement check will be issued to the employee within a two (2) week time period (pending unforeseen reimbursement concerns/issues).

Any exceptions to these guidelines will require prior administrative approval.