

EFFECTIVE 8/1/2014

APPLICABILITY/SCOPE

These Travel Guidelines apply to all Jefferson County Public Schools employees, all individuals traveling on its behalf, and to all funds administered by the District. Amendments to this document may be made to accommodate changes in business practices throughout the fiscal year.

PURPOSE

This document is designed to assist employees in having a clear understanding of the policies and procedures for travel, and to provide guidance on allowable and non-allowable expenses.

REASONABLE AND NECESSARY EXPENSES

Per Board Policy 03.125, Jefferson County Public Schools will reimburse individuals traveling on official School Board business for reasonable and necessary expenses incurred. Travel expense accounts are open to the public and must be able to sustain the test of public review. When planning and paying for travel, economy, prudence and necessity are of primary concern. The use of Board funds to accommodate personal comfort, convenience, and preference constitutes an ethical violation and is not permitted.

Our primary responsibility is to promote student achievement. This should be at the heart of every decision, including travel. Travel should not be scheduled during busy work times or when a substitute would be required.

MILEAGE REIMBURSEMENT

Mileage claimed should be the actual mileage via the most direct route. Where a traveler travels by indirect route for personal convenience, reimbursement will be based on the shorter route. An internet map service printout should be attached to substantiate the miles submitted. Where an employee is dispatched directly from home, or travels from a travel destination to home, then the employee's normal commute from home to his/her primary location must be deducted from the total mileage submitted for reimbursement. The traveler's starting and ending locations should be clearly identified on the Travel Voucher. If the trip is a round trip, indicate this on the travel voucher with the letters RT.

TRAVEL BY AUTOMOBILE

District employees may use their own automobile for official travel provided the District will incur no added expenses above that of other forms of transportation available. No reimbursement will be made for fines related to moving or non-moving violations. Reimbursement for personal automobiles is as follows:

- As of July 1, 2014, \$.48 per mile.

RENTAL CARS

- JCPS will NOT pay for rental cars while attending a conference.

TRAVEL PRE-APPROVAL

When District employees need to travel to workshops, conferences, or other business events, approval is required prior to traveling or incurring any travel or registration fee expenses. **Anyone incurring expenses without proper authorization will be personally liable for all expenses.**

TRAVEL AUTHORIZATION

At least 30 days prior to the date of the event, the traveler must submit the appropriate request for travel authorization and Professional Leave. This lead time ensures that travel is approved and any registration fees are paid in time. Plan ahead and begin the process as soon as you know the dates of your conference or workshop. Administrators cannot approve their own travel authorizations.

TRAVELER EXPECTATIONS

When traveling for District-related business, the traveler should:

- Be cost conscious and spend carefully and judiciously.
- Report non-meal expenses, supported by required documentation, as they were actually spent.
- Sign the travel expense voucher signifying that the listed expenses are correct and complete and will not be claimed for reimbursement from any other source or claimed as a tax deduction.

Excess costs, circuitous routes, delays or luxury accommodations are unnecessary and are not considered exercising prudence.

CERTIFICATION OF ACCURACY ON EXPENSE REPORTS

By signing the travel reimbursement request, the traveler is certifying the accuracy of all information and the legitimacy of the travel. The signature of the traveler's supervisor certifies that he/she agrees that the travel was necessary and the requested reimbursements are proper. All signatures must be original. No stamped signatures will be accepted. The reimbursement must be approved by the employee's supervisor.

Administrators cannot approve their own travel reimbursements; their immediate supervisor must sign their travel voucher before they route it to Finance for final review and approval.

Per Board policy 03.125, "Without proper documentation, individuals shall not receive reimbursement, and if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District." In addition, intentional breaches of policy may result in disciplinary action up to and including termination of employment.

EXPENSE REPORT SUBMISSION DEADLINE

Requests for reimbursement must be submitted no later than 20 days after the completion of travel. For In-County Travel, this means submitted no later than 20 days after the last day of the month.

RESPONSIBILITY AND ENFORCEMENT

- The traveler is responsible for complying with the Travel Guidelines.
- The approver is responsible for accurately reviewing expense reports for compliance.

Employees will be reimbursed for all reasonable and necessary expenses while traveling on pre-authorized JCPS business. **JCPS assumes no obligation to reimburse employees for expenses that are not in compliance with these Guidelines.**

Employees who do not comply with these Guidelines may be subject to delay or withholding of reimbursement. Disregard for JCPS Travel Guidelines may result in disciplinary action up to and including termination.

NO LODGING OR PER DIEM ZONE

Expenses for lodging and per diem are not reimbursable if the conference/meeting is within a 50 mile radius from either the employee's home or JCPS [see map on page 10 showing counties included in this zone from JCPS].

SPECIAL VENUE RESTRICTIONS

Travel requests to Las Vegas, New Orleans, Alaska, Hawaii, Orlando, or international destinations, must be reviewed and approved by Cabinet and the Superintendent. Travel requests to these venues must include a statement clearly explaining the benefits of the travel to the students of Jefferson County.

APPROVER RESPONSIBILITIES

Cost Center Heads/Grant Directors have the following responsibilities prior to authorizing travel:

- Ensure that travel closely aligns to JCPS Strategic Plan
- Ensure that funds are available prior to authorizing travel.
- Ensure that the individual traveling is informed of these Guidelines.
- Ensure that the employee's immediate supervisor has approved the travel request.
- Ensure that the number of District employees attending this particular conference does not exceed six (6) from the same location without Cabinet approval.

CONFERENCES, CONVENTIONS, SEMINARS, AND TRAINING WORKSHOPS

Where it is determined that a seminar, workshop or training program is essential to staff development for five or more employees, the Principal/Director shall investigate the option of bringing the trainer on site instead of authorizing employees to travel to an off-site location. The Principal/Director shall document the comparative cost of an on-site session and retain such documentation on file for review by Internal Audit. The Principal/Director must also explore the practicality of fulfilling the desired staff development goals through use of online teleconferencing where these options may be more cost effective. In selecting locations for meetings, Principals/Directors shall give first preference to District owned facilities. For meetings of policy, advisory, or supervisory boards, the selection of a meeting site should reflect the policy that a public body conducting public business shall take care that public funds are expended prudently.

BREAKFAST PER DIEM ON OUTWARD BOUND TRAVEL

Breakfast per diem cannot be claimed on the first day of outward bound travel.

MEAL PER DIEM ELIGIBILITY TIMES

OUTBOUND Departure Times	Breakfast Eligible	Lunch Eligible	Dinner Eligible
Prior to 8:00 am	No	Yes	Yes
After 8:00 am and before 2:00 pm	No	Yes	Yes
After 2:00 pm	No	No	Yes

RETURN Arrival Times	Breakfast Eligible	Lunch Eligible	Dinner Eligible
Before NOON	Yes	No	No
After NOON and before 5:00 pm	Yes	Yes	No
After 6:00 pm	Yes	Yes	Yes

DAY TRAVEL PER DIEM

Meal reimbursement will NOT be paid to an employee unless travel involves overnight lodging.

PERSONAL EXPENSES FOR CONVENIENCE, COMFORT, OR PERSONAL PREFERENCE NON REIMBURSABLE

Expenses of a personal nature incurred for the convenience or comfort of the traveler including travel by indirect routes or stop-overs for personal reasons; or leaving earlier or returning later than necessary on a trip are NOT reimbursable.

AIR TRAVEL

When traveling by air:

- Employees are expected to use the lowest logical airfare available.
- Employees must book fares in coach/economy class.
- Employees must make reservations at least 14 days in advance for non-essential business travel.
- Employees must use a common carrier.
- Employees must take advantage of reduced round-trip rates when available.
- Employees who obtain a non-refundable ticket, and subsequently do not use the ticket, will be liable for the cost of the airline ticket.

UPGRADES FOR AIR TRAVEL

Upgrades for air travel are not reimbursable. If an employee wishes to upgrade, it is done at the employee's expense.

CHANGE FEES

When a traveler requests any changes after the ticket has been issued, the traveler is responsible for all fees associated with any requested changes.

AIRPORT PARKING

When parking at an airport is part of business travel, it is expected that employees will utilize Long Term Surface parking lots. Short Term parking fees will not be reimbursed.

GROUND TRANSPORTATION [TAXIS, BUSES, AIRPORT SHUTTLES]

Fares to/from airports are reimbursable with receipts. Local transportation can only be claimed when the traveler's hotel is not within walking distance of the conference/meeting venue.

LODGING/HOTEL

Lodging arrangements and any required deposits are the responsibility of the traveler and will be reimbursed as part of the lodging expenses upon completion of the trip. Due to negotiated rates, accommodation at the conference hotel is always preferred. In case of cancellation:

- Employees are responsible for cancelling the reservation.
- Employees will be held responsible and will not be reimbursed for "no-show" charges.
- Employees should request and record the cancellation number in case of billing disputes.
- Employees should note that cancellation deadlines are based on the local time of the property.
- Employees should note that hotel telephone usage is a personal expense and is not reimbursable.
- Employees will not be reimbursed for overnight lodging within 50 miles of JCPS or the employee's residence.

REGISTRATION FEES

Registration fees in the amount necessary to qualify individuals to attend conventions, meetings, conferences, etc., are allowed.

SPOUSE, FAMILY, OR COMPANION TRAVEL

Travel expenses for spouses, family, friends, or other companions, not traveling on official District business, are not reimbursable.

CELL PHONES/AIR-PHONES/INTERNET

Employees will not be reimbursed for any charges related to the use of cell phones, air-phones, or the internet.

ENTERTAINMENT EXPENSES

By their very nature, entertainment expenses are personal and are never reimbursable.

ESSENTIAL BUSINESS TRAVEL

Essential business travel is defined as out-of-district travel that is required to conduct official District business, excluding conferences and professional development. Employees should request approval for essential business travel as early as possible to allow for discounted rates from early reservations.

INCIDENTAL/PERSONAL EXPENSES

Incidental/personal expenses [laundry, liquor, newspapers, snacks, toiletries, etc.] are not reimbursable.

INTERNATIONAL TRAVEL

International Travel, for reimbursement and approval purposes, is defined as travel outside the continental US, Alaska, Hawaii, Puerto Rico, and the U.S. Virgin Islands. In addition to the regular required approvals, international travel requires approval of the Superintendent. Fees for the purchase of traveler's checks, passports and visas will NOT be reimbursed. Foreign expenses must be submitted in U.S. Dollars using the exchange rate(s) in effect at the time of travel. Historical foreign exchange rates must be obtained from <http://www.oanda.com/currency/historical-rates/>. Print and attach the page to document the exchange rate used.

CONTRACTOR TRAVEL

When a contract is negotiated and approved by the Board, and the contractor is to be reimbursed for travel expenses, the contractor is subject to these Travel Guidelines. The contractor will be required to submit itemized receipts for all expenses claimed. We will reimburse the amount of the itemized receipts up to the per diem rate which is \$30 per day for Louisville, Kentucky.

UNAUTHORIZED COSTS

Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

NON-REIMBURSABLE EXPENSES

◆ **Caution:** This list of non-reimbursable expenses is intended to be representative, not comprehensive.

- 1) Personal Convenience/Comfort and Upgrade Expenses
 - a. Early Bird Check-In Fees
 - b. Economy Comfort Seating
 - c. Amenities such as: blankets; pillows; headphones; snacks; etc.
- 2) Gratuities/Tips [any/all]
- 3) Baggage
 - a. Lost baggage
 - b. Optional baggage insurance
 - c. Overweight baggage fees
 - d. Excess baggage fees [more than one checked bag]
 - e. Oversized baggage fees
 - f. Personal items, even if purchased due to lost or delayed baggage
- 4) Expenses Due to Personal Negligence of Traveler including:
 - a. Fines/Fees— parking tickets, traffic violations, court costs, towing fees
 - b. Services to gain entry to a locked vehicle
 - c. Failure to cancel hotel reservations
 - d. Delivery of fuel to car
 - e. Jump starting vehicle
 - f. Missed flights
 - g. Flight change due to failing to confirm details prior to departure
 - h. Airfare purchased less than 14 days in advance, unless the travel is for essential business travel as defined in these Travel Guidelines
- 5) Alcohol
- 6) Spouse/Family/Guest/Companion Expenses
- 7) Personal/Incidental Expenses
 - a. Movies, personal calls, manicures, pedicures, mini-bar, shoe shine, in-room video, fitness center fees, massages, spa treatments, reading material, snacks, sundry items, safety deposit boxes in hotel, etc.
- 8) Souvenirs
- 9) Gifts
- 10) Dependent Care
- 11) Death of Employee or Family Member While Traveling
- 12) Legal Fees
- 13) Medical expenses [doctor fees, hospital charges, prescription medications, other medical services]
- 14) GPS
- 15) Credit card charges/fees
- 16) Frequent flyer purchases/upgrades
- 17) Travel insurance
- 18) Internet connectivity in hotel, airplanes and other public places
- 19) Global Entry Program
- 20) Clothing
- 21) Travelers check fees

- 22) Loss or theft of personal funds, property, or airline tickets
- 23) Laundry/Dry Cleaning Services for travel of fewer than seven (7) consecutive business days
- 24) Vacation or personal day expenses taken before, during, or after a business trip
- 25) Barbers and hairdressers
- 26) Pet Care [veterinarian expenses, boarding/kenneling expenses]
- 27) Child Care
- 28) Home or lawn maintenance expenses
- 29) Personal automobile insurance
- 30) Passport, Vaccination, and Visa expenses
- 31) Bank charges for ATM withdrawals and foreign currency conversion fees
- 32) Meal expenses that do not involve an overnight stay
- 33) Personal automobile maintenance/tune-ups, repairs
- 34) Mileage to attend either visitations or funeral services
- 35) Club and membership dues
- 36) Entertainment
 - a. Theatre/Concerts
 - b. Sightseeing/pleasure tours
 - c. Sporting events
 - d. Social and amusement activities
 - e. Golf fees/Ski lift tickets
- 37) Limousine service
- 38) Cell phone charges for roaming
- 39) Valet Parking [unless required by the hotel]
- 40) Change or Cancellation Fees of a Flight/Hotel Reservation that do not fit into the following reasons:
 - a. JCPS Business Required Change verified by supervisor
 - b. Canceled Conference/Meeting
 - c. Airline Canceled Flight
 - d. Death of a Family Member [spouse, child, parent, grandparent, grandchild, sibling]
 - e. Your Own Unexpected Illness which is NOT due to your own misconduct

IN-COUNTY TRAVEL

- A. The current mileage reimbursement rate follows the state travel regulations and will be updated annually. The current mileage reimbursement rate is 48 cents per mile, for all travel on or after July 1, 2014. Any travel prior to July 1, 2014, should be claimed at 47 cents per mile. Future changes will be included in the Monday Memo and all website forms will be updated accordingly. Intra-day travel to Frankfort for JCPS business, or to any Kentucky Department of Education sponsored event held in the Commonwealth of Kentucky will be considered in-county travel.
- B. Travel for JCPS business is allowable if it is between JCPS locations, to and from destinations for required meetings during the business day, to and from conferences and training sessions, or to and from PTA meetings. Any non-JCPS location should be identified with a brief one or two word explanation (e.g., student supervision, bank deposits, or SBAT meeting). A Professional Leave Form is required for teachers only when attending in-county conferences or training (due to the requirements of the substitute teacher system).

- C. Reimbursement is limited to mileage in excess of round trip miles from home to school/office unless the required attendance event is outside regular business hours. The in-county travel voucher includes information previously supplied by separate payment vouchers. It is no longer necessary to submit a separate payment voucher and a D&F with the in-county travel form.
- D. As a general rule, the Board will not reimburse mileage traveled for school-sponsored activities (exception: Principal's attendance at PTA meetings). Instead, at the discretion of a Principal, the school-based employee may be reimbursed from the appropriate School Activity Fund. For example, if the athletic activity account has sufficient funds, then a chaperone could be reimbursed for mileage transporting the team to an athletic event from that activity fund.
- E. An insurance affidavit must be on file with JCPS before any mileage will be reimbursed.

OUT-OF-COUNTY TRAVEL

- A. **Travel may not be reimbursed if it is for dates that are not included on the Professional Leave Request.** Dates for out-of-county travel that are extended for personal reasons must be noted on the Professional Leave Request and must include the type of day to be used (e.g., vacation, personal day).
- B. Employees are expected to avail themselves of meals provided by the conference as shown with a copy of the conference/workshop agenda, unless approved at Cabinet-level. The hotel bill and airline ticket should accompany every out-of-county travel voucher.
- C. In instances when an individual elects to drive her/his own automobile rather than fly, the reimbursement for transportation will be limited to the lesser of either the cost of flying, or the mileage reimbursement rate.
- D. To reduce the cost of travel, the only transportation expenses to be reimbursed to the employee may be one day before the start of the conference and/or one day after the final day of the conference, unless approved in advance by a Cabinet-level employee.
- E. A copy of your hotel bill must accompany your travel expense voucher. The hotel bill must clearly show that it has been paid in full, or that it has a balance due of \$0.00. The lodging charge on your travel voucher should include both the basic room charge, plus any applicable taxes. Please note that an individual traveling on JCPS business should not be charged sales tax, but that most domestic hotels will accept and may require a copy of our tax exemption certificate. Please call Purchasing at 485-3543 for a copy to take with you on your travel. (Note: the sales tax exemption form will not exempt the individual from transient room fees charged in many locales).

The Jefferson County Board of Education uses the "Per Diem" method to reimburse out-of-county meals. At this time, the rates are \$36.00 for full days in "High Rate" areas or \$30.00 for full days in all other areas. These amounts include tips. Receipts will not be required to claim this meal reimbursement. The list of localities qualifying as "High Rate" can be found at:
<http://finance.ky.gov/services/policies/Documents/FAP%20120-17-03%20DSAS.pdf>.

Partial meal days are when district employees are traveling to/from a conference or when at least one meal is provided by the conference. Travel times departing Louisville and returning to Louisville should be identified on the travel voucher to indicate either full or partial meal days. Partial meal days will be reimbursed as follows:

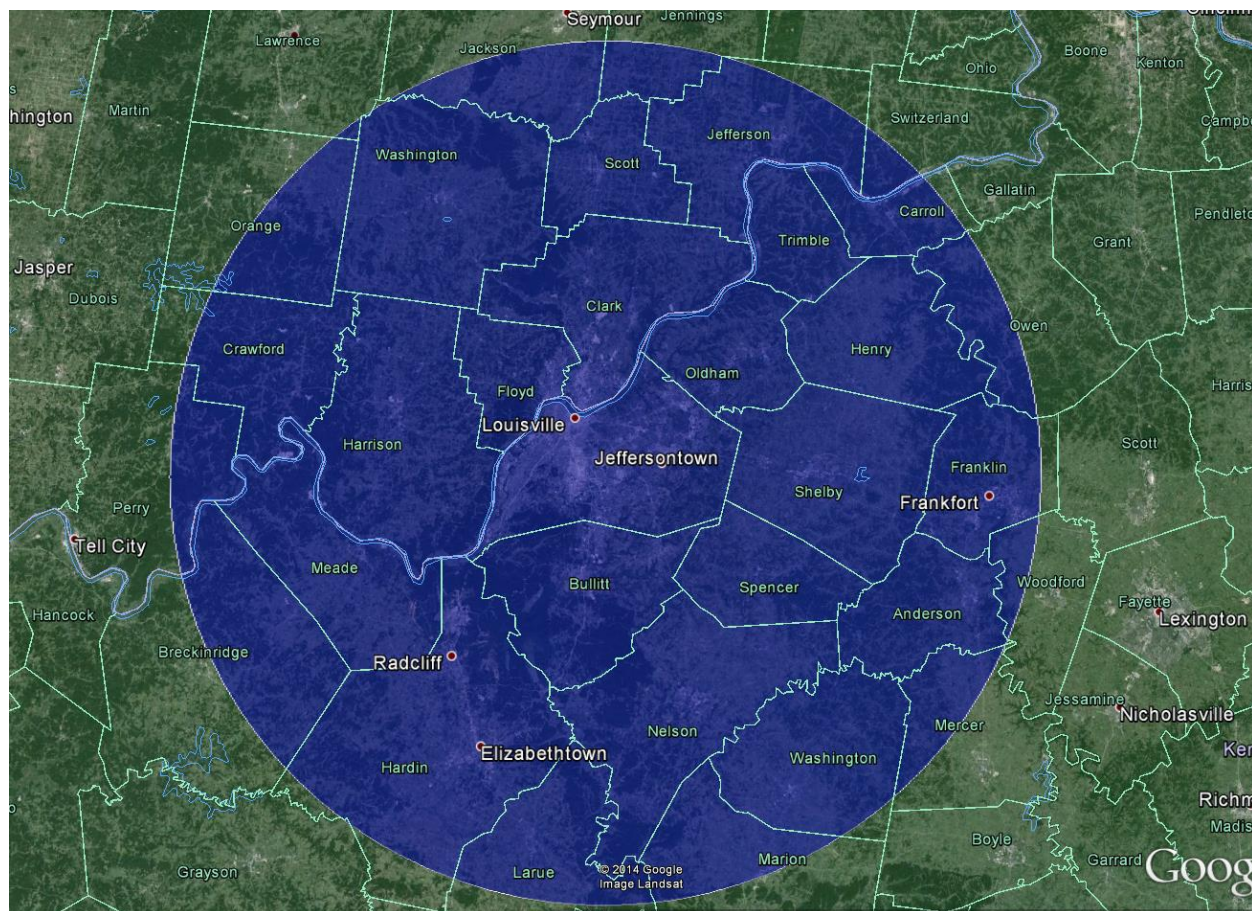
	HIGH RATE AREAS	OTHER AREAS
BREAKFAST	\$8.00	\$7.00
LUNCH	\$9.00	\$8.00
DINNER	\$19.00	\$15.00

During a Professional Association Conference that serves a special meal such as a banquet, the cost of this meal will be reimbursed in full (without regards to the rates above).

OTHER MISCELLANEOUS EXPENSES

- A. **All** expenses other than “per diem” **must** be accompanied by a receipt.
- B. Parking fees will not be reimbursed without a receipt.
- C. Telephone charges will not be reimbursed.
- D. Automobile rentals for HR recruiters on official business carrying recruiting materials and display setup, must be booked through Concur.
- E. In completing travel vouchers, please list all expenses by date, completely fill out the form and attach all pertinent receipts.
- F. JCPS does NOT reimburse for meal expenses for non-district employees.

OVERNIGHT TRAVEL PROHIBITED—50 MILE NO PER DIEM ZONE†



KENTUCKY COUNTIES		INDIANA COUNTIES
Anderson	Meade	Clark
Breckinridge	Mercer	Crawford
Bullitt	Nelson	Floyd
Carroll	Oldham	Harrison
Franklin	Owen	Jackson
Hardin	Shelby	Jefferson
Henry	Spencer	Jennings
Jefferson	Trimble	Orange
Larue	Washington	Perry
Marion	Woodford	Scott
		Switzerland
		Washington

†50 Mile Radius from JCPS, OR a 50 Mile Radius from Employee Residence