

Addendum to Travel Procedures (Policy 7.24)

Lodging:

Lodging in Montgomery is not reimbursable. However, upon approval of the Superintendent and based on the *education purpose being served justifying the additional cost and departure from standard procedure*, lodging for school principals to attend the CLAS conference in Montgomery can be reimbursed. Also, the same exception can be made for the administrative leadership team's lodging in Montgomery, though this exception is not restricted to the CLAS conference. The Superintendent is responsible for designating the members of the administrative leadership team, in terms of applying this procedure. In all cases, the Superintendent will confirm the *education purpose served justifies the departure from standard practice, as well as, the additional cost*.

Meals:

Daily Meal Caps:

The daily meal cap can be increased upon approval of the Assistant Superintendent, in consultation with the Chief School Financial Officer, responsible for approving the professional development. This exception applies to out-of-state travel resulting from approved professional development activities. The daily cap can be increased to the daily meal per-diem amount *allowed by the Internal Revenue Service for business travel deductions* in effect at the time of the meal costs being reimbursed were incurred, inclusive of any designated high-cost locations.

Meal Costs:

Snacks are NOT reimbursable, to include food and drink items not purchased at or near meal time. Snacks and/or drinks purchased in-district on the way to professional development are not reimbursable.

Breakfast on the first day of an approved professional development activity is reimbursable if the employee leaves his or her place of residence before 6:00 am, local time. Supper on the last day of an approved professional development activity is reimbursable only if the employee arrives at his or her place of residence after 6:00 pm, local time. All times are based on the official start and end times of the activity, incorporating the standard drive time as reflected by the mapping directions used to claim mileage expenses.

Meal costs incurred in-district are not reimbursable unless incurred in an approved activity while the employee is off-contract. Off-contract includes dates outside of the employee's contract *period*, as well as, dates within that contract period that are not specifically contract **days**. Examples are weekends and holidays. In all cases of in-district meals, costs are reimbursable only if incurred in conjunction with an approved activity that **requires** their participation in the activity on that particular date qualifying as off-contract.

Mileage:

Mileage incurred for activities in-district are generally not reimbursable unless part of the employee's job description. The exception is for approved professional development activities for employees who are off-contract.

Note:

These procedures will not cover all situations but are based on determinations of what costs are REASONABLE and NECESSARY in light of the specific activity in which the costs were incurred. There will be instances where business office staff will be required to use professional judgement, in concert with appropriate instructional staff, in applying the standards of 'reasonable and necessary' to a particular set of circumstances.

In-District: Includes locations within the jurisdiction of Lee County, *including* any municipalities located within the legal boundaries of Lee County. Example: Expenses in Auburn or Opelika ARE considered in-district.