
HERNANDO COUNTY SCHOOL DISTRICT TRAVEL POLICIES AND PROCEDURES



**HERNANDO
SCHOOL DISTRICT**

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June 9, 2022

HERNANDO COUNTY SCHOOL DISTRICT
919 North Broad Street, Brooksville, Florida 34601

Contents

PURPOSE.....	3
GENERAL INFORMATION	3
DEFINITIONS.....	3
MILEAGE RATE	3
MEAL ALLOWANCE	3
PER DIEM	3
REGISTRATION FEES.....	3
AUTHORIZATION	3
IN-COUNTY	4
ALLOWABILITY	4
OUT-OF-COUNTY	4
VICINITY MILES	4
UBER/TAXI	5
ALLOWABILITY	5
OUT-OF-STATE.....	6
ALLOWABILITY	6
FORMS & DOCUMENTATION	7
TRAVEL PURCHASING CARD	8

HERNANDO COUNTY SCHOOLDISTRICT

TRAVEL PROCEDURES

PURPOSE

This procedure establishes the documentation and approvals necessary for the processing of employee travel reimbursement.

GENERAL INFORMATION

It is the intent of the Superintendent to administer travel regulations within the scope of applicable Florida Statutes, thus ensuring that all employees are reimbursed for reasonable and ordinary expense in connection with job-related travel.

Travel reimbursements must be submitted within thirty (30) days of the last day traveled. Normal processing in the Finance office is two weeks. Processing takes longer at peak periods, which include the end of the calendar year, school year and fiscal year.

An inadequate budget balance in the specified coding line(s) could result in a payment delay. Always verify there is sufficient budget before submitting a travel for reimbursement request.

DEFINITIONS

MILEAGE RATE

Mileage Rate is the amount per mile that the Internal Revenue Service (IRS) allows to calculate vehicle expenses for tax deduction purposes. The mileage rate will be established January 1st as determined by the Federal government. The rate established will be posted on the Finance web page and will remain in effect for the entire calendar year through December 31st.

MEAL ALLOWANCE

Meal allowance is the reimbursable amount allocated for breakfast, lunch and dinner. This will be established by January 1st based upon the meal allowance portion of per diem specified in IRS Publication 1542. Meal allowances only apply when travel requires an overnight stay.

PER DIEM

Per Diem or daily allowance is a specific amount of money given to an individual, to cover expenses when traveling for work.

REGISTRATION FEES

Registration fees may be paid in advance for authorized travelers attending seminars, training sessions, conferences, conventions or other similar meetings requested by the administration. Registration fees may be pre-paid by issuance of a purchase order or by credit card.

AUTHORIZATION

Travel expenses shall be limited to the expenses necessarily incurred in the performance of the traveler's job responsibilities. Travel expenses deemed to be unreasonable and extraordinary are the responsibility of the traveler.

IN-COUNTY

In-County travel is travel within the geographical area of Hernando County. The traveler's "home base" shall be the base school or administrative site.

ALLOWABILITY

Neither per diem nor the meal allowance shall be allowed for in-county travel. All reimbursements for the use of privately owned vehicles for in-county travel must be based upon the district In-County Mileage Matrix or for non-school sites, a copy of MapQuest mileage, using the shortest distance.

- For employees who do not have a home base (itinerants):
 - Mileage reimbursement shall be calculated only from first location of official duty to each subsequent location of official duty during the business day.

Note: Personal residence to first location of official duty or from last place of official duty to residence is not reimbursable per IRS guidelines.

- All travel must be pre-authorized and approved by the traveler's supervisor and by the site administrator (if applicable) on the appropriate Leave of Absence Form SO-Per-025 or in Skyward, indicating the cost associated (mileage, registration, meals, etc.) and the account number of the funds the traveler is to be paid from.
- The traveler shall be entitled to the per mile allowance at the rate specified by IRS regulations provided in a matrix on the Finance web page. Travel outside the standard matrix must include a current MapQuest at the time of submittal.
- Travel shall be by the most economical method for each trip, keeping in mind the nature of the business, the most efficient and economical means of travel, and the number of persons making the trip in accordance with criteria prescribed by Section 112.061, Florida Statutes. This includes travel by the most direct route. In the event travel is not a direct route (or shortest distance from the starting location) for his or her own convenience, any extra costs shall become borne by the traveler.
- All travel involving the expenditure of **federal funds** must be pre-authorized and approved by the traveler's supervisor and by the Federal Programs Director on the appropriate Leave of Absence Form SO-Per-025 or in Skyward, indicating the cost associated (mileage, registration, meals, etc.) and the account number of the funds the traveler is to be paid from.
- Joint travel by personnel in a single vehicle is required whenever feasible.

OUT-OF-COUNTY

Travel outside the boundaries of Hernando County is considered out-of-county travel. All reimbursements for the use of privately owned vehicles for out-of-county travel shall be computed using the Florida Department of Transportation Mileage Viewer. The traveler's "home base" shall be the base school or administrative site, whichever is the shortest distance of the two.

VICINITY MILES

MapQuest may be used to claim vicinity miles (beyond city limits) 25 miles maximum per trip. If vicinity miles exceed 25 miles, a letter from the site administrator must be submitted with the reimbursement providing authorization to do so.

UBER/TAXI

Attach receipts (\$25 maximum per trip unless signed approval from Admin. to exceed). When a personal vehicle is used for travel include a written statement to justify additional cost of vicinity miles approved by administrator. Tips must not exceed 15% as per Chapter 69I-42 of the Florida Statutes.

ALLOWABILITY

There are two methods for the reimbursement of lodging and meals. The traveler shall have the option of selecting one.

- Per Diem - An amount per calendar day (midnight to midnight). The day is divided into four quarters (midnight to 6 a.m.; 6 a.m. to noon; noon to 6 p.m.; 6 p.m. to midnight). The traveler shall receive one-quarter of the per diem rate for each quarter in which travel extends. If any fractional part of a quarter is within the travel period, reimbursement shall include that quarter (example; if travel starts at 1 a.m., the traveler shall receive reimbursement for the quarter 'Midnight to 6 a.m.'). Rates for per diem are provided for in Section 112.061(6), Florida Statutes.
- Actual Expenses – If actual expenses are claimed **in lieu of per diem**, an itemized hotel bill must be attached. The amount of reimbursement shall not exceed the single conference room rate. When an overnight stay is required and meals are claimed **in lieu of per diem**, the meal allowance is based on the following:
 - Breakfast \$6.00 when travel begins before 6 a.m. and extends after 8 a.m.
 - Lunch \$11.00 when travel begins before 12 Noon and extends after 2 p.m.
 - Dinner \$19.00 when travel begins before 6 p.m. and extends after 8 p.m.
- A traveler shall not be reimbursed for any meals or lodging already included in a convention or conference registration fee paid by the District. As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal.
- To comply with School Board Policy 0147.1 (15) meals for out of county travel will not be reimbursed unless the travel requires an overnight stay
- When a traveler chooses to travel early the day of, before or later when departing, a convention or conference, additional meals are at the expense of the traveler.
- All travel must be pre-authorized and approved by the traveler's supervisor and by the site administrator (if applicable) on the appropriate Leave of Absence Form SO-Per-025 or in Skyward, indicating the cost associated (mileage, registration, meals, etc.) and the account number of the funds the traveler is to be paid from.
- The traveler shall be entitled to the per mile allowance at the rate specified by IRS regulations provided in a matrix on the Finance web page. Travel outside the standard matrix must include a current MapQuest at the time of submittal.
- Travel shall be by the most economical method for each trip, keeping in mind the nature of the business, the most efficient and economical means of travel, and the number of persons making the trip in accordance with criteria prescribed by Section 112.061, Florida Statutes. This includes travel by the most direct route. In the event travel is not a direct route (or shortest distance from the starting location) for his or her own convenience, any extra costs shall become borne by the traveler.
- All travel involving the expenditure of **federal funds** must be pre-authorized and approved by the traveler's supervisor and by the Federal Programs Director on the appropriate Leave of Absence Form SO-Per-025 or in Skyward, indicating the cost associated (mileage, registration, meals, etc.) and the account number of the funds the traveler is to be paid from.
- Joint travel by personnel in a single vehicle is required whenever feasible.

OUT-OF-STATE

All out of state travel must be pre-approved by the Board. Reimbursements for out-of-state travel must include a copy of the board meeting minutes that approved the travel. If the travel cost exceeds the approved estimated dollar amount by \$400 or more, written explanation is required to justify overage.

ALLOWABILITY

There are two methods for the reimbursement of lodging and meals. The traveler shall have the option of selecting one.

- Per Diem - An amount per calendar day (midnight to midnight). The day is divided into four quarters (midnight to 6 a.m.; 6 a.m. to noon; noon to 6 p.m.; 6 p.m. to midnight). The traveler shall receive one-quarter of the per diem rate for each quarter in which travel extends. If any fractional part of a quarter is within the travel period, reimbursement shall include that quarter (example; if travel starts at 1 a.m., the traveler shall receive reimbursement for the quarter 'Midnight to 6 a.m.'). The per diem rate can be found on the Finance web page.
- Actual Expenses – If actual expenses are claimed **in lieu of per diem**, an itemized hotel bill must be attached. The amount of reimbursement shall not exceed the single conference room rate. If meals are claimed **in lieu of per diem**, the meal allowance is based on the following:
 - Breakfast \$6.00 when travel begins before 6 a.m. and extends after 8 a.m.
 - Lunch \$11.00 when travel begins before 12 Noon and extends after 2 p.m.
 - Dinner \$19.00 when travel begins before 6 p.m. and extends after 8 p.m.
- A traveler shall not be reimbursed for any meals or lodging already included in a convention or conference registration fee paid by the District. As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal. When a traveler chooses to travel early the day of, before or later when departing, a convention or conference, additional meals are at the expense of the traveler.
- All travel must be pre-authorized and approved by the traveler's supervisor and by the site administrator (if applicable) on the appropriate Leave of Absence Form SO-Per-025 or in Skyward, indicating the cost associated (mileage, registration, meals, etc.) and the account number of the funds the traveler is to be paid from.
- The traveler shall be entitled to the per mile allowance at the rate specified by IRS regulations provided in a matrix on the Finance web page. Travel outside the standard matrix must include a current copy of the MapQuest at the time of submittal.
- All travel involving the expenditure of **federal funds** must be pre-authorized and approved by the traveler's supervisor and by the Federal Programs Director on the appropriate Leave of Absence Form SO-Per-025 or in Skyward, indicating the cost associated (mileage, registration, meals, etc.) and the account number of the funds the traveler is to be paid from.
- Joint travel by personnel in a single vehicle is required whenever feasible.

FORMS & DOCUMENTATION

All in-county travel and out-of-county travel require applicable approvals on board authorized forms. Travel vouchers and the matrix can be found on the Finance web page. Reimbursement will only be made upon submission of the approved board authorized form, with all supporting documentation.

- The traveler shall submit the completed In-County Mileage Voucher Form SO-Fin-014 and the required documentation within thirty (30) days of the last day traveled. The completed voucher and documentation must be scanned and saved as the payee's full name and amount (i.e. Smith, Bobby \$12.54) then emailed to In-County Travel in the following order:
 - In-County Mileage Voucher (Form SO-Fin-014) Signature approval and date signed required.
 - MapQuest- If multiple weeks are submitted on separate vouchers, the MapQuest(s) for each travel should be placed behind the voucher for each week.
- All Out-of-County/State documentation for reimbursement of traveling expenses must be submitted to Finance within thirty (30) days of the last day traveled. The completed voucher and documentation will need to be scanned and saved as the Payee's name and amount. Please be sure to include hyphenated names (i.e. Smith-Jones, Bobby\$12.54) then emailed to Out of County Travel in the following order:
 - Voucher for Reimbursement of Traveling Expenses (Form SO-Fin-008) Signature approval and date signed required. Electronic signatures are not acceptable.
 - Approved Leave of Absence Form (Form SO-Per-025) or from Skyward, indicating the costs associated (mileage, registration, meals, etc.).
 - Conference Agenda.
 - Original Itemized Receipts in travelers name. Hotel Receipts - single conference room rate only.
 - Hotel Parking – self parking is required unless mandatory valet (documentation must be provided by hotel stating "mandatory" valet parking).
 - Meal Receipts – (When claiming per diem) Meals will only be reimbursed for overnight travel.
 - MapQuest if standard matrix miles are not being claimed.
 - Vicinity miles – attach a current MapQuest (25 miles maximum per trip unless signed approval from Admin. to exceed)
 - Uber/Taxi – When personal vehicle is used for travel include written statement to justify additional cost of vicinity miles. Tips must not exceed 15% as per Chapter 69I-42 of the Florida Statutes.
 - Board approval. (Out of state travel)
- The traveler should make a concerted effort to submit June travel in sufficient time for the expenses to be included in the fiscal year in which travel occurred. June travel cannot be paid out of the next fiscal year's budget.
- **Additional charges, not previously mentioned in this document, are subject to Administrator and/or Superintendent review and approval.**

If you have any additional travel related questions contact the Finance Department at (352) 797-7004.

TRAVEL P-CARD REQUIREMENTS

Travel P- Card can be used for flights, hotel, and conference registration at the event. Pre-registration fees are to be charged to the regular Purchasing Card (see Purchasing Card Manual for details).

ALLOWABILITY

- Hotels – Must be single room rate
- Flights
- Registration fees – Only if paid the same day of the event

When submitting receipts, please include the following:

- Approved leave of absence form with administrator/supervisor signature
- Original Itemized Hotel Receipts in travelers name - single conference room rate only
- Registration receipt if paid on site
- Conference agenda
- Airfare receipt (Out of State travel)
- Board approval (Out of State travel)

TRAVEL P-CARD CAN NOT BE USED FOR MEALS AND OTHER INCIDENTALS

***** IMPORTANT****

Travel P-Cards issued in an individual's name can only be used by that individual. They cannot use their Travel P-Card to pay for another person's expense (hotel, airfare, etc.).