

**Pittsylvania County Schools**  
**Travel Reimbursement Form for Daily Travel and Special Travel (Conferences/Training)**

This form should be filed for reimbursement monthly, but no more than quarterly. Semi-annual and annual reimbursements may be refused. Only expenses incurred in June can be carried into the next fiscal year and must be submitted prior to July 31st . Expenditures without proper detailed documentation will be refused.

**Employee Contact Information:**

Name:			
Department/Position:		Workplace:	
Address:			

**Travel Details:**

Dates of Travel:		Geographic Location:	
Purpose of Travel:			

**Special Travel: (expenses claimed must be itemized with detailed receipts attached or reimbursement will be denied)**

Lodging	\$	Meals (detailed receipts only)	\$
Registration Fees:	\$	Mileage for Special Travel	\$
Tolls and Parking	\$	Mileage calculated at _____ x .485	
Meal Gratuities (20% max)	\$		
Other: specify item/amt.	\$	\$	\$

**Subtotal Above Section** \$

**Daily Travel: (mileage for daily travel)**

Date	Description (detail daily travel, do not summarize by week)	# of Miles Traveled

Mileage calculated at \_\_\_\_\_ x .485

**Subtotal Above Section** \$

Other: specify item/amt	\$	\$
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detailed receipt must be attached for requests under "Other"

**Subtotal Above Section** \$

**GRAND TOTAL OF TRAVEL EXPENSES TO BE REIMBURSED TO EMPLOYEE** \$

## TRAVEL GUIDELINES

**These guidelines define the rules Pittsylvania County Schools follow to approve and reimburse County employees including board members and approved volunteers utilizing County School funds for travel expenses that are related to the performance of official County School business. These guidelines apply to all County School employees, with no exceptions. Employees are expected to minimize costs by utilizing prudent business practices. Employees are reminded that travel expenses are open to scrutiny by the news media, the public and Pittsylvania County School Board.**

**Section 1 – PRIOR APPROVAL** - Expenses for travel outside of Pittsylvania County shall not be incurred without the prior approval of the appropriate Administrator. Prior approval must be obtained to assure that the funds are available in the budget.

**Section 2 – CASH ADVANCES** - Cash advances are not allowed.

**Section 3 – REGISTRATION FEES** - Requests for payment of registration fees shall be submitted as far in advance as possible. In the event an employee pays a registration fee, reimbursement shall be made to the employee. The registration fee shall be submitted on the reimbursement form with a receipt or copy of a cancelled check attached.

**Section 4 – MILEAGE** - The School System will reimburse the employee for mileage expenses incurred on their personal vehicle at the mileage rate as established by the School Board. The employee must document the number of miles traveled and record those on the Reimbursement Form. All mileage records should be accurate and are subject to review and approval. Daily commute from your home to your regular work location is excluded.

**Section 5 – LODGING** - Generally reservations should be made at the hotel where County School business/training is being conducted. This saves the employee travel time and parking fees. Reimbursements will be made for the lodging expense of the employee only, additional fees for spouse or other family members or family friends will not be reimbursed. Rooms should not be upgraded from standard lodging and should be reserved as per conference arrangements when possible. Phone calls and hotel movies charged to the hotel bill will not be reimbursed. Hotel receipts should clearly indicate the date of stay, number of rooms, location and cost.

**Section 6 – MEALS** - Employees are limited to a maximum reimbursement of \$48.00 per day on food for three meals. The Assistant Superintendent for Administration will need to approve any variation from these guidelines for reasons such as geographic location. Meal expenses must be reported on the reimbursement form and detailed receipts should be attached. Alcoholic beverages should not be turned in for reimbursement. The receipts should be whole; partial receipts are not accepted. These receipts should include date and detail of meal. When paying by credit card, your copy showing only total of meal will not be allowed. Food items must be listed; snacks and groceries are not considered an approved meal purchase and will not be reimbursed. Breakfast and dinner meals on travel days will not be reimbursed from locations within Pittsylvania County or Danville City.

**Section 7 – AIR TRAVEL** - Air travel requires the advanced approval of the appropriate Assistant Superintendent. All employees are expected to travel economy class and reservations should be made as far in advance as possible. If an employee is not able to make a flight that is non-refundable and paid by the School Board, the School Board will be reimbursed by that employee for the full cost of the ticket. If the employee purchased the ticket in such a case, reimbursement will not be made to the employee.

**Section 8 – CAR RENTAL** - Car rentals should be arranged in advance and should be at the Pittsylvania County Schools negotiated rate if available. If car rental expenses are to be reimbursed to the employee, a copy of the rental contract and/or receipt should be attached.

**Section 9 – PARKING AND GRATUITIES** - While traveling on official business for the County, employees may incur expenses for parking, tolls, and gratuities. These expenses must be reported on the reimbursement form. Maximum allowed for meal gratuities is 20%.

**Section 10 – REIMBURSEMENTS** - All requests should be submitted on the reimbursement form with detailed receipts and other supporting documentation attached. These forms must be submitted to the School Board Office as soon as possible after the employee returns to the county. Reimbursement forms must be signed and approved by the appropriate Department Head. Any questionable expenses will be referred to the Assistant Superintendent for Administration. If the Assistant Superintendent determines any claimed expense is unreasonable, he may disallow School System payment for all or a portion of that expense payable to the employee. Please ensure your dates are accurately accounted for on your reimbursement forms. Daily travel should not be reported for days which you have taken leave, snow days, or days which the schools are closed.

**Section 11 – ABUSE** - Abuse of these guidelines, including falsifying expense reimbursements may be grounds for disciplinary action, up to and including termination of employment.

*I hereby certify that the expenses reported on this form are, to my knowledge, true and correct and were incurred by me in the performance of Pittsylvania County School business. These expenses adhere to the guidelines listed above.*

Signature of Employee:  Date:

Approved by:  Date:

Immediate Supervisor

Date:

Superintendent/Designee

Budget Code:

Allocated Travel Funding

i.e. Training, Principal's Travel, Title I, Preschool, CTE, etc.

**Reimbursement forms will be returned to you for lack of information, incorrect data and summarization of daily travel. This may result in your reimbursement being delayed.**