

**PITTSYLVANIA COUNTY SCHOOLS
TRAVEL REIMBURSEMENT FORM FOR SPECIAL TRAVEL (CONFERENCES, TRAINING)**

NAME		SS or ID#	
ADDRESS			
DEPARTMENT / POSITION		WORKPLACE	
PURPOSE OF TRAVEL			
GEOGRAPHIC LOCATION		DATES	

Itemize all expense claimed (attach receipts)

Lodging		\$
Meals (detailed receipts)		\$
Mileage (_____ X \$.485)		\$
Registration Fees		\$
Tolls, Parking, Etc.		\$
Other (Specify below):		\$
		\$
TOTAL EXPENSES TO BE REIMBURSED		\$

I hereby certify that the expenses reported above are, to my knowledge, true and correct and were incurred by me in the performance of Pittsylvania County School business.

Signature of Employee: _____ **Date:** _____

Approved by Immediate Supervisor _____ **Date:** _____

Signature of Superintendent Or Designee _____ **Date:** _____

Budget Code: _____

Please refer to the Travel Policy for Pittsylvania County Schools for limitations and guidelines. Reimbursement form should be filed with payroll as soon as possible following return to the County. (Rev. 6/2012)

Refer to back for guidelines.

Payroll Use Only: Reviewed for Accuracy _____ Posted _____

TRAVEL GUIDELINES**Section 1 – Purpose**

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 2 – Travel Authorization

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 3 – Cash Advances

Cash advances are not allowed.

Section 4 – 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 5 – Mileage Reimbursement for Use of Personal Vehicle

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.

Section 6 – Overnight 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 7 – 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.

Section 8 – 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 9 – 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 10 – Other Expenses

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.

Section 11 – Reimbursements

All requests should be submitted on the reimbursement form with receipts and other supporting documentation attached. These forms must be submitted to the Payroll Department as soon as possible after the employee returns to the county. Daily travel should be reported monthly, travel reimbursements turned in on an annual or semi-annual basis may be refused for payment. 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 that 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 that your dates are accurately accounted for on your reimbursement forms. Daily travel should not be reported for days on which you have taken leave, snow days, or other days on which the schools are closed.

Section 12 – Abuse of Guidelines

Abuse of these guidelines, including falsifying expense reimbursements may be grounds for disciplinary action, up to and including termination of employment.

***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.***