

ADMINISTRATIVE PROCEDURES RE: TRAVEL

The following administrative procedures will apply to employee travel, unless otherwise indicated by the Board or Superintendent:

Travel expenses are reimbursed only with receipts attached. Departure and arrival times must be included on the travel form as well as the purpose of the trip (back of form).

Employees going to the same meeting must carpool, unless otherwise approved:

- A county vehicle must be used, if one is available. If a county vehicle is not available, mileage will be reimbursed at the applicable prevailing Tier I rate published by the Georgia State Accounting office.
- If an individual chooses to use his/her own vehicle despite the availability of a county vehicle, mileage will be reimbursed at the prevailing Tier II rate published by the Georgia State Accounting office.

When two or more are travelling together and hotel accommodations are required, same gender employees must sleep 2 to a room, when appropriate. If an employee wants his/her own private room, then that individual must personally pay for it.

If the travel is less than 100 miles and/or the substantive portion of the meeting begins at or after 8:30 am, then an employee will not be reimbursed for the night before. (The mileage is calculated from one's work location or home whichever is the closest to the meeting location.)

The funding source must approve the travel prior to the submission of the leave request.

All professional leave requests for which travel reimbursement is expected **must** be submitted at least 14 working days prior to taking professional leave. One must attach hotel information and registration fees to professional leave request, if reimbursement is expected.

Unless otherwise indicated the State Travel regulations will apply to employee travel.