

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES

NO. 0033

Title: **Travel Reimbursement**

Effective Date: June 9, 2011

Submitted By: Governance Committee

Supersedes Date:

Approved By: Board of Trustees

Version 1.0

1. Purpose

1.1. The purpose of this policy is to define which travel expenses can be reimbursed, to insure that the school pays for authorized business expenses only and public funds are used appropriately.

2. Scope

2.1. This policy applies to all employees and school volunteers that have travel related expenses. This policy does not apply to members of the Board of Trustees.

3. Responsibility

3.1. The BFCCPS Board of Trustees (BOT) is responsible for interpreting the provisions of this policy.

3.2. The BFCCPS Head of School (HOS) is responsible for implementation and adherence of the provisions of this policy.

4. Definitions

5. Procedure

5.1. All travel to be reimbursed must be work-related.

5.2. All travel to be reimbursed must be approved in advance by the Head of School.(HOS).

5.3. All travel expenses to be reimbursed must be estimated in advance and included in the travel request to be approved by the HOS.

5.4. Mileage reimbursement will use the standard mileage rate set by the Internal Revenue Service and will follow the procedures defined in the BFCCPS Employee Guidelines.

5.5. Reimbursement for meals, lodging and transportation when traveling is not automatic and will be pre-approved on a case by case basis.

5.6. Reimbursement for meal expenses will not include alcoholic beverages.

5.7. Reimbursement for meal expenses will not exceed the per meal rate as established by the US General Services Administration (GSA). Meal receipts will not be required.

5.8. Lodging and transportation expenses must be reasonable and economical.

6. Related Policy & Procedures

7. Appendix