

WCBOE TRAVEL GUIDELINES

Purpose	To establish equitable standards which will provide consistent and fair treatment to all employees performing directed travel of an official nature. This establishes guidelines for ground and air travel, lodging, meals, and miscellaneous expenses that may be incurred while on WCBOE business. It also establishes guidelines for the approval of travel and use of Travel/Credit Cards while on travel. This is designed to cover reasonable employee expenses while traveling on BOE business and to promote the prudent use of public funds. Employee reimbursements are not intended to be employee compensation or an employee benefit program. Any exceptions to these guidelines must have prior written approval from the Comptroller.
Applicability	The WCBOE Travel Policy applies to Board Members and all full-time and part-time employees. The expenses of an individual’s spouse/family who accompany him/her on a trip are not reimbursable and shall not be placed on a Travel Card.
Responsibility	All travelers and approvers of travel are responsible for ensuring that any costs incurred for travel are directly work related, obtained at the most economical price and are necessary for official Board business. Good judgment is to be exercised by both travelers and approvers of travel, regardless of source of funds (i.e. General Funds vs. Grant Monies). Excess costs, indirect routes, luxury accommodations, personal items, etc. which are unnecessary or unjustified in the performance of official business travel, are not acceptable and the traveler will be held financially responsible for those incurred expenses/charges. The Board reserves the right to deduct charges which exceed these guidelines directly from the traveler’s paycheck.
Authorization of Travel	All travel at the expense of WCBOE shall be made only upon written authorization and approval of the Department Director or their designee. The only exceptions to this shall be Board Members, Superintendent of Schools, Assistant Superintendents, and Directors. For those who wish to use the Travel Card, a Travel Card Authorization Form must be filled out completely by the traveler and signed by a Director or their Designee.
Definitions	<ul style="list-style-type: none"> - Local Travel – Travel within Wicomico County - Daytrip – Outside Wicomico County without overnight stay - Overnight – Distance of more than 75 miles (one way) from Salisbury with an overnight stay, approved by the appropriate Director
Business Expenditure Options	<p>Three options of payment are available for individuals on WCBOE business travel.</p> <p>1. Purchasing (Travel) Card The Purchasing Department maintains a number of credit cards to be used specifically for BOE travel expenses. Directors and above also have diversity on their Procurement Cards using the same Travel Guidelines. Charges for personal expenses are not permitted on the Board Purchasing Cards. With appropriate authorization (Travel Card Reservation Form) meals may be charged to Purchasing Travel Cards.</p> <p>2. Reimbursement Reimbursement may be sought by completing a Mileage and Expense Reimbursement Report. This form is used for Mileage, Tolls, Parking, Lodging (ONLY when pre-approved by Director), Gasoline (out-of-town travel only), and meals where authorized. Receipts must accompany this form for reimbursement.</p>

	<p>3. Purchase Order Purchase Orders should be used for travel expenses wherever vendors will accept them (i.e. registration for conferences and/or lodging) and where no travel reservations have been made via the Purchasing Department. Failure to follow the Travel Guidelines and recommendations of the Purchasing Department may result in decreased/limited reimbursements.</p>
<p>Expenses Not Covered</p>	<p>Items specifically prohibited include but not limited to the purchase of personal items, alcoholic beverages, pay-per-view movies, health club charges, laundry or dry cleaning charges, use of mini bars in hotels/motels, etc. Any reimbursement forms and travel reports must be prepared to reflect ONLY those expenses incurred by the employee and that are reimbursable under these Guidelines.</p>
<p>Travel Reports</p>	<ul style="list-style-type: none"> - <i>Mileage and Expense Reimbursement Report</i> (Appendix 1) IRS substantiation requirements suggest an accounting to the Board be made in order for the employee to “exclude the amounts reimbursed” from income. This accounting must take the form of itemized receipts for all expenses that are reimbursed. All such receipts should be attached to the “Mileage and Expense Reimbursement Report.” Fill out the form completely and have it approved by your Director or Above and submit it with receipts to the Finance Department attention Accounts Payable for payment. - <i>Travel Card Reservation Form</i> (Appendix 2) This form is used by travelers to request the use of a Travel Card for Day or Overnight trips. It is to be completed by the traveler, signed by an Authorized person, and submitted as early as possible to the Purchasing Department (no later than one week prior to travel and no later than three weeks prior to travel where air travel is needed). <p>The trip number (issued by Purchasing) for all overnight trips must be recorded on all relevant forms, invoices, and payment vouchers.</p>
<p>Mileage</p>	<ol style="list-style-type: none"> 1. Rate – Mileage for business use of a personal vehicle will be reimbursed using the current IRS mileage rate, as note in the section “Distance” below. 2. Distance <ol style="list-style-type: none"> a. <u>Up to 50 miles one way</u> – Employees will be reimbursed at the rate noted above upon submission of a completed “Mileage and Expense Reimbursement Report.” The report must contain appropriate Departmental Approval. b. <u>Between 50 miles and 135 miles one way</u> – (Rental vehicles may be used at the request of the employee for travel between 50 and 135 miles (one way). If employees receive Directors approval to use their personal vehicle, they will be reimbursed using the rate indicated above upon submission of a completed “Mileage and Expense Reimbursement Report.” The report must contain appropriate Departmental approval. c. <u>Beyond 135 miles one way</u> – Use of a rental vehicle is encouraged for travel beyond 135 miles (one way) from Salisbury. For any miles in excess of 135 miles (one way) reimbursement for use of a personal vehicle (with Director approval) will be made at seventy-five (75) percent of the rate indicated above, upon the submission of a completed “Mileage and Expense Reimbursement Report.” <p>For the purpose of traveling to airports beyond 135 miles, the Purchasing Department may approve an exception of up to 150 miles.</p>

<p>Transportation</p>	<p>Transportation to and from conferences/meetings should be the least expensive mode to reduce expenditures; only “coach/economy” flights will be authorized.</p> <ol style="list-style-type: none"> 1. Air Travel – Air travel should be reserved by the Purchasing Department upon completion of a Travel Card Reservation Form, or at the request of the cardholders who have travel privileges attached to their Purchasing Card. Travelers may make their own reservations when a non-Board person is traveling with them, after consultation with the Purchasing Department. (See “Business Expenditure Options, 2. Reimbursement” above.) <ol style="list-style-type: none"> a. Checked Baggage Guidelines - Airline baggage fees vary depending on which airline is utilized. Currently, many are charging for the first checked bag. Following is a breakdown of allowable/reimbursable baggage limits for Board of Education airline travel: <ul style="list-style-type: none"> 1-3 Days – 1 checked bag 4+ Days – 2 checked bags b. Any baggage checked above the allowable amount must be paid by the traveler. It is the travelers’ responsibility to check the current FAA and individual airline regulations for carry-on items or checked bags. c. Allowable/reimbursable checked baggage may be paid for via Travel Card at Check-In. You will need to turn your baggage receipt in with your travel claim at the conclusion of your trip. 2. Car Rental – Rental vehicles should be used for travel beyond 135 miles (one way) from Salisbury. Rental vehicles may also be used at the request of the employee for travel between 50 and 135 miles (one way). (Travel less than 50 miles (one way) should be made using a private vehicle – see “Mileage, 2.a.”) <p>All rental car applications must be approved by the appropriate Department Head and submitted to the Purchasing Department. The smallest rental vehicle (least expensive), measured by the number of passengers, must be utilized.</p> <p>As a general practice, rental cars will not be approved if the employee, having traveled via air, is staying at or in the near proximity of the conference hotel or meeting location. Shuttles or taxis from airport to hotel and hotel to airport, or to conference location, are allowable expenses in these circumstances. Itemized receipts are required. Employees are covered under the WCBOE’s insurance for rental vehicles only. All optional insurance should be declined at rental agency.</p> <p>Gas Cards and/or Travel Cards for gas purchases will be provided for rental vehicles.</p>
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	<p>3. Private Automobile – Private automobiles may be used for Board business travel in accordance with “Mileage” section of this Policy. Employees should ensure that they have adequate automobile insurance as WCBOE is not and will not be responsible for costs incurred in the event of an accident. <i>[Transportation of students is governed by a separate Board policy]</i></p> <p>4. Cost Savings – Employees attending the same conference must make every effort to travel together to reduce costs. Divisional Assistant Superintendents approval is required in advance to waive this requirement.</p> <p>5. Other – Itemized receipts for taxis, tolls, regular parking (self parking where available) and ferries attached to Mileage and Expense Reimbursement Reports will be reimbursed or honored.</p>
<p>Lodging</p>	<p>Room sharing is strongly encouraged as a cost saving measure. The cost of lodging must be reasonable, based on the circumstances of each city or locality, and convenient access to the meeting or conference site. To ensure that lodging costs are reasonable, the following procedures are required:</p> <p>1. Use of the WCBOE Purchasing Department</p> <p style="text-align: center;">And/Or</p> <p>2. Adherence to the following guidelines:</p> <p style="text-align: center;"><i>SINGLE/DOUBLE OCCUPANCY RATE NOT TO EXCEED \$135.00</i></p> <p>When rates exceed the \$135 limit, documentation of conference hotel rates for approved conference is required.</p> <p>Lodging includes room rate and applicable taxes. It does not include telephone, room service or other miscellaneous charges. If the employee cannot arrive at the conference or the start of the formal meetings by leaving the morning of the opening day, overnight hotel expenses will be allowed. If an employee may leave home by 6:00 a.m. and arrive at the conference prior to the start, overnight expenses WILL NOT be reimbursed or honored. If an employee can return home, driving or flying, at or before 10:00 p.m., overnight hotel expenses will not be allowed or honored.</p>
<p>Meals</p>	<p>Meals en Route</p> <p>Breakfast on the departure day from the city, will not be reimbursed unless the traveler must leave home prior to 6:30 a.m. to arrive at meeting or conference prior to start.</p> <p>Dinner expense shall be allowed for traveler arriving home after 6:30 p.m.</p> <p>Lunch expense shall be allowed for the traveler leaving before 11:00 a.m., or returning after 1:00 p.m. provided it is not included in meeting or conference.</p> <p>1. Day (and partial-day) Trips</p> <p>Actual expenses for meals will be reimbursed (via Mileage and Expense Reimbursement Report) for daytrips provided:</p> <p>a. Itemized receipts are attached to form</p>

	<p>b. The following guidelines for meals, excluding taxes and 15% tip, are followed:</p> <table border="0"> <tr> <td>Breakfast (not to exceed)</td> <td>\$12.00</td> </tr> <tr> <td>Lunch (not to exceed)</td> <td>\$18.00</td> </tr> <tr> <td>Dinner (not to exceed)</td> <td><u>\$30.00</u></td> </tr> <tr> <td>Daily Maximum</td> <td>\$60.00</td> </tr> </table> <p>2. Overnight Trips <i>Employees Will Not be reimbursed, or given an allowance, for meals that are included in conference registration costs <u>OR</u> are otherwise provided at no cost to the employee.</i></p> <p>Up to \$60.00 per day per person, excluding taxes and 15% tip, will be allowed (subject to completion of either Expense Worksheet for Meals or Mileage and Expense Reimbursement Report) for meals. Itemized receipts <u>MUST</u> be submitted as proof of purchase. <u>No reimbursement or allowance will be given for alcoholic beverages.</u> If the amount of expenditure exceeds the allowance, only the allowance amount (\$60.00 for a full day) will be permitted or reimbursed. Employees will not be reimbursed OR given an allowance for snacks.</p>	Breakfast (not to exceed)	\$12.00	Lunch (not to exceed)	\$18.00	Dinner (not to exceed)	<u>\$30.00</u>	Daily Maximum	\$60.00
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Travel Card Use	<p>A limited number of Travel Procurement Cards are available for use by persons traveling for business.</p> <p><i>A Travel Card Reservation Form</i> must be completed, in full, signed by a Director of Assistant Superintendent, and submitted to the Purchasing Department with ample time to make travel arrangements.</p> <p>The Purchasing Department will assign a Travel Card to each specific trip and make travel reservations. The Travel Card will be available for pick up by the traveler on the day prior to travel. At the time of card pick-up, the traveler will sign a commitment to use the Travel Card in accordance with these guidelines and the WCBOE Procurement Regulations accepting responsibility for the Card.</p> <p>NO charges will be made to the Card which have not been authorized via the Travel Card Reservation Form and the Purchasing Department. The Travel Card should be returned to the Purchasing Department on the next working day following return from the trip.</p> <p><i>Original Itemized</i> receipts for <u>all</u> expenditures on the Travel Cards should be organized and returned within one week after completion of travel.</p> <p>Failure to comply with these guidelines will result in the Comptroller denying further use of the Travel Cards.</p>								
Telephone Calls	<p>One personal telephone call to an employees' personal residence will be reimbursed, up to a maximum of five (5) minutes for each night of stay from home on Board business.</p>								
Faxes & Internet	<p>These charges are allowed to be placed on a lodging bill provided the traveler documents the business purpose of each use.</p>								
Conference Registrations	<p>Registration fees for approved conference and staff development activities are eligible for payment by means of Purchasing Card, Travel Card, Purchase Order, Authorization for Payment, or reimbursement.</p>								

Sales Tax	The Board is exempt from paying State Sales Tax in Maryland. The tax-exempt number is 30001300 and is printed on the face of the Travel Card. All travelers should bring this fact to the attention of Maryland hotels and other vendors in order to take advantage of this exemption.
Appendices	<ol style="list-style-type: none">1. Mileage and Expense Reimbursement Report2. Travel Card Reservation Form

Trip# _____

Card # _____

TRAVEL CARD RESERVATION FORM

(This form should be received in the Purchasing Department at least one week before travel. If airfare is requested the timeline is three weeks before travel. If this timeline is not observed, the Purchasing Department reserves the right to refuse the request.)

To: Procurement Card Administrator (Erin Kesler)

I hereby make application to use one of the Wicomico County Board of Education Travel Cards for the following purpose: _____

Assistance from the Purchasing Department for finding best airfares and accommodations is recommended. Please complete details on reverse of this form.

Date(s) of travel: _____

Destination: _____ Number of people traveling: _____

Credit card will be used for:

Hotel: Yes _____ No _____ # Rooms _____ (Room sharing strongly encouraged)

Transportation: Yes _____ No _____ If "Yes" please check mode: Air _____ Car Rental _____

Meals: Yes _____ No _____ Registrations: Yes _____ No _____

Other: _____

Account Number to be charged: _____

Estimated dollar amount that will be charged to the card: \$ _____

Person who will be responsible for the card on this trip: _____

Expenditure authorized by: _____ (Signature)

Director/Assistant Superintendent

Air travel requested:

Leaving from: _____ at (approx.) _____ a.m./p.m.

Arriving at: _____ (destination airport) at (approx.) _____ a.m./p.m.

Return Flight leaving at (approx): _____ a.m./p.m.

Travelers will be held responsible for excess costs and any additional expenses incurred for personal preference or convenience

Names (as they appear on official ID) of all travelers/additional information:

Penalty fees incurred for any inaccurate information entered on this form will be charged to the person responsible for completing the form.

Hotel preference (if any): _____

Special/Conference pricing available? _____ Code: _____

For office use only:

Reservations completed:

Registration: _____ (date) by _____ (initials)

Air travel: _____ (date) by _____ (initials)

Shuttle: _____ (date) by _____ (initials)

Hotel: _____ (date) by _____ (initials)

Details: _____

Traveler(s) notified: _____ (date) _____ (initials)