

## CHAPTER 7.00 - BUSINESS SERVICES

7.17\*

### AUTHORIZED TRAVEL EXPENSES

#### POLICY:

~~Authorized travel for officers and employees of the School Board shall be reimbursed as follows:~~

- ~~(1) Authority to incur traveling expenses.~~
  - ~~(a) All travel by employees and authorized persons must be authorized and approved by the Superintendent or his / her designated representative, from whose funds the traveler is paid. The Superintendent shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is on the official business of the School District and also stating the purpose of the travel.~~
  - ~~(b) Traveling expenses of public officers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law and must be within the limitations prescribed by Florida Statutes.~~
- ~~(2) In-District Travel.~~
  - ~~(a) Expenses for authorized travel by an employee, authorized person, or public officer, if he / she has not been assigned a car owned by the School Board, may be paid for the use of his / her personal car while used in travel on school business at the maximum rate established by state law for public employees or a flat monthly allowance for travel within the District.~~

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- ~~(b) — Where the monthly flat rate is used, the person shall submit detailed monthly mileage reports for the months of October and April each year to determine an average mileage for computing the monthly payment.~~
  - ~~(c) — For the initial implementation of the flat monthly rate of payment, the two most current and detailed mileage reports submitted shall be used to determine an interim rate until the average mileage as provided above can be established. The payments for November and May will be adjusted for any increases or decreases. If no mileage reports have been submitted, an estimated rate not to exceed fifty dollars (\$50.00) may be used until the two (2) typical months of mileage reports can be submitted. For succeeding fiscal years, the average rate as determined above shall be used until a new average is established.~~
- ~~(3) — Out-of-District travel.~~
- ~~(a) — One day trips - Expenses for authorized travel by employees, authorized persons, or public officers, on school business which does not require an overnight stay shall be reimbursed at the maximum mileage rate established by state law for public employees and the scheduled amount for meals.~~
  - ~~(b) — Overnight trips - Expenses for authorized travel by employees, authorized persons, or public officers on school business requiring absence in excess of one (1) day shall be reimbursed for travel and actual expenses or per diem at the maximum rate established by law for public employees.~~
- ~~(4) — When more than one (1) employee is going to the same destination, travel shall be pooled when such is practical.~~
- ~~(5) — Where a common carrier is used, reimbursement will be made only for the most economical class. The expense of common carrier travel may be processed through the District office on a purchase order or by copies of paid bill(s) attached to the employee's travel voucher.~~

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- (6) — Reimbursement may be requested for tolls, taxis, registration fees, and limousine service, storage or parking, and communication expense when properly documented. No reimbursement may be authorized for gratuities. Reimbursement for registration fees shall be reduced by the value of any lodging or meals which are included if such items are claimed elsewhere for reimbursement.
- (7) — Out-of-state travel — Actual expenses for authorized travel by employees, authorized persons, or public officers not to exceed the single occupancy rate shall be reimbursed for lodging and the scheduled amount for meals as established by state law for public employees.
- (8) — The Superintendent or designee is authorized to approve monetary advances for anticipated travel expenses for persons who are traveling on the School Board's behalf and whose responsibilities require extensive travel from the District. The financial advancement shall not exceed eighty percent (80%) of the anticipated cost of each trip.
- (9) — The Superintendent or designee shall develop procedures which detail travel reimbursement claims and restrictions.
- (10) — Violations or abuse of District travel policies and / or procedures shall be a basis for employee discipline.

STATUTORY AUTHORITY: 230.22(2); 230.23(17), F.S.

LAWS IMPLEMENTED: 112.061; 230.201; 230.23005(2)(c), (2)(f), (6), F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.056

### HISTORY

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