

CHAPTER 7.00 - BUSINESS SERVICES

AUTHORIZED TRAVEL EXPENSES

7.17

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

1. In-District Travel - Travel by an authorized officer or employee within the District shall be reimbursed at current federal rates, provided, however, that no reimbursement shall be made for travel between an employee's home and his/her official headquarters.
2. Out-of-District Travel
 - A. One-day Trips - Expenses by officers or employees on authorized school business which require less than one (1) day shall be reimbursed for travel and meals.
 - B. Overnight Trips - Expenses by officers or employees on authorized trips requiring absence overnight or in excess of twenty-four (24) hours shall be reimbursed for travel, lodging and meals. Travel shall be the most economical route or method.
3. Mileage shall be computed as follows:
 - A. In-District - In accordance with the District's mileage schedule or the odometer reading from the point of departure to the destination.
 - B. Out-of-District - Pursuant to the mileage chart established on the official state road map plus vicinity mileage.
4. Meals shall be reimbursed at the per diem rates established in state statute. Mileage shall be reimbursed at the current federal rate.
5. Travel shall be coordinated when more than one (1) traveler is going to the same destination at approximately the same time, if practical. Mileage reimbursement for travelers who choose not to carpool shall be pro-rated, between drivers, based on the number of travelers transported.
6. A purchase order or District Purchasing Card shall be issued and processed through the District office when a common carrier is used. Air travel shall be used when practical, using airlines on state contracts if available.
7. Reimbursement may be requested for tolls, taxies, and registration fees when properly documented. No reimbursement may be authorized for gratuities.

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Reimbursement for registration lodging or meals shall not be allowed if included in the registration fee paid by the District.

8. All out-of-district travel by School Board members shall have approval of the School Board. The official headquarters of each School Board member shall be his/her place of residence and all in-district travel, shall be computed on this basis.
9. 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.
10. The expenditure of public funds for travel shall be consistent with the provisions of Florida Statutes.

STATUTORY AUTHORITY: 230.22(22), 230.23(17), 1001.42, F.S.

LAW(S) IMPLEMENTED: ~~112.061, 230.201, 230.23005(2)(e), (2)(f),(6),~~
1001.39, 1001.43, 1011.09, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.056

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