

SUMMERS COUNTY BOARD OF EDUCATION POLICY

ADOPTED: 2-19-76, Rev. 2-6-97, 7-20-00, 12-16-02, 5/25/05, 6/27/07, 3/23/11
10/21/15

CODE: VIII-G-3

REFERENCE: Board Minutes

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TRAVEL POLICIES AND PROCEDURES

The Summers County Board of Education in establishing rules and regulations on travel has taken into consideration the various statutes covering travel and in keeping with the law the board has tried to establish the policies that will bring about participation of staff members in-county, state and national meetings.

The board recognizes that travel to certain educational conferences and conventions provides staff members with an opportunity to keep abreast of the latest developments and trends in the field of education and it recognizes that attendance is requested at national, regional and state meetings called by state, federal or other authorities. It also recognized that responsibilities of some employees requires travel outside of the school district, and that travel daily within the school district for certain employees is necessary to carry out their responsibilities.

Reimbursement for traveling expenses are made under the following references of the code of West Virginia:

18-5-4 Board Members - shall be paid, upon the presentation of an itemized sworn statement, for all necessary traveling expenses, including all authorized meetings, incurred on official business, at the order of the board.

18-4-9 Superintendent - The board may reimburse the superintendent from the current expense fund for all reasonable and necessary travel expenses actually incurred in the performance of his/her official duties. But no allowance shall be made except upon sworn statement approved by the business manager.

18-5-32 Assistant Superintendent, Directors, Supervisors and Non-Teaching Employees - The county board of education shall have the authority to reimburse such employees for their necessary traveling expenses upon presentation of a monthly, itemized sworn statement approved by the county superintendent.

18A-5-4 Teachers - A county board of education may approve the attendance of any or all teachers at educational conventions, conferences, or other professional meetings of teachers on school days when in the judgment of the superintendent it is necessary or desirable. Attendance at such meetings may be substituted for an equal amount of teaching and teachers so attending shall not suffer loss of pay. Further, the board is authorized to pay all or any part of expenses of any personnel whom it may designate to represent it at any professional or educational meeting or in visitation to another school system.

18-8-3 Attendance Personnel - The county board of education shall have the authority to reimburse such employees for their necessary traveling expenses upon presentation of a monthly itemized, sworn statement approved by the county superintendent.

The following regulations shall govern travel and travel expense reimbursement for employees of the Summers County Board of Education traveling on official business for the board as authorized by the code of West Virginia and these regulations.

All persons for whom travel has been authorized shall file a "**Traveling Expense Account**" at the end of each month for in-county travel. A separate traveling expense account shall be filed at the conclusion of each out-of-county trip or trips if they are in the same month.

TRAVEL REIMBURSEMENT REGULATIONS

I. General Instructions

The standard form "**Traveling Expense Account**" shall be filed at the end of each month for in-county travel. A separate traveling expense account shall be filed at the conclusion of each out-of-county trip or

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trips if they are in the same month. Employees have 30 days after incurring the expense to file for reimbursement. Claims made after 30 days will be only paid contingent upon the availability of funds and approval by the superintendent and business manager.

II. Travel Within the County

A. Travel reimbursement within the county shall be made only for mileage allowance (**State Mileage Reimbursement Rate**) on privately owned vehicles except as noted in Item 11B. In no instance shall charges be approved for transportation to the board office. Also, in no instance shall charges be approved for transportation to any one school in excess of one visit per day. Mileage charges shall be that shown on the accompanying "**Distance Table**" or employee may record actual odometer readings for distances not shown on the "**Table**" and when travel originates at a location other than the board office.

Instructional personnel assigned to more than one school shall count the school they go to first as their home location.

B. When state meetings are held in Summers County (ex. Pipestem Park) reimbursement shall be allowed for the registration fee (if any) and banquet (if any) if the employee has followed the steps outlined in **III-A** below. Any reimbursement for registration and banquet for a state meeting held in Summers County will be charged against the employee's out-of-county travel budget and should be submitted for reimbursement separately from in-county.

III. Travel Outside the County

A. Authorization

Prior authorization must be secured for out-of-county trips. The "**Request for Out-Of-County Travel Authorization**" must be submitted to the superintendent for approval at least 24 hours prior to proposed in-state travel and 60 days prior to proposed out-of-state travel. Request received post travel (in state only) will be approved contingent upon the availability of funds and at the discretion of the director and superintendent. The superintendent, business manager and director shall have the authority to approve out-of-county within state travel. Out-of-state travel requests shall be approved by the board of education.

B. The Superintendent May Set

Maximum amounts for out-of-county travel may be set by the superintendent as deemed necessary and prudent. Those amounts may be revised from time to time as the annual budget is approved or amended.

C. Transportation

1. Reimbursement for transportation, other than privately owned vehicles, shall be limited to the cost supported by ticket stubs or other appropriate documentation based on the most direct and practical route possible. Mode of transportation shall be that which is most efficient and economical to school district.

2. Mileage allowance for use of privately owned vehicles engaged in county business shall be (**State Mileage Reimbursement Rate**). Cost of parking and garage fees as well as turnpike and bridge tolls shall be allowed only on out-of-county trips. (**Note: Receipts required for everything except WV Turnpike.**)

3. County owned vehicle reimbursement shall be made for parking, toll charges, and other actual costs. Receipts for emergency repairs shall be attached to "account" if not charged on the board of education's credit card.

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D. Subsistence

1. **Lodging** - All persons traveling on county business shall be reimbursed contingent upon the availability of funds A receipt for the amount paid for hotel room must be submitted with the original expense account. Reimbursement for hotel expenses shall not be made for an employee's guest in excess of those allowed had the guest not been present.

2. **Meals** - Reimbursement shall be for the actual cost, not to exceed **\$40.00** per day in state or **\$50.00** per day out-of-state. However, no reimbursement will be made for meals unless employee is required to be gone overnight. **Receipts are required.**

E. Miscellaneous

1. **Items not allowed** -Reimbursement for tips and gratuities shall not be allowed. Expenditures for laundry, valet service, travel insurance, entertainment etc., are personal charges and shall not be allowed.

2. **Long distance telephone calls** - Itemized on hotel bill shall not be allowed unless the notation is made on the hotel bill that the calls were business and not personal.

F. Submission of Sworn Affidavit

Employees of the Summers County Board of Education are reminded the "**Traveling Expense Account**" is a sworn affidavit for the expenditure of public funds.

G. All employees are responsible for making their own travel accommodations and no part of said accommodations will be prepaid by the board. All expenses are reimbursable in accordance with said travel policy.

H. No Reimbursement for travel expenses shall be made, using county funds, for any period of time during which the board has a deficit. Reimbursement may be made using state and/or federal dollars, provided said grants have monies allocated for travel.

DISTANCE TABLE

A. To all schools in Summers County from the board office:

	Boyle	AE	JB	SA	SA	TC
Boyle	0	0	6	3	6	5
AE	0	0	6	3	6	5
JB	6	6	0	0	7	17
SA	3	3	0	0	3	14
SA	6	6	7	3	0	11
TC	5	5	17	14	11	0

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B. The mileage for out-of-county locations will be determined by using MSN Maps, google maps, or other accepted source and Directions. The beginning location will be the Summers County Board of Education Office, 116 Main Street, Hinton, WV 25951. Location mileage will be added to the chart as requests for travel to destinations are received. This new mileage table will be used to calculate any travel reimbursement paid following the approval of this policy.

Athens	23	Shepherdstown	291
Beckley-RESA I	29	Stonewall Jackson Lake (Roanoke, WV) US-19-ALT N to US-19 N E Beckley BYP to US-19 N 1-79 N	143.50 137.37 133.11
Beckley-Tamarack	36	Summersville-RESA IV	74
Bluefield	40	WV State College (Institute)	107
Bridgeport	US-19-ALT N to US-19 N US-19 to US-19 N 1-79 N	169.83 163.69 159.44	
Canaan Valley (Davis)	183	Wheeling I-77 N I-64 W I-79 N	268.31 251.04 271.72
Cedar Lakes (Ripley)	129	White Sulphur Springs (Greenbrier)	52
Charleston-Civic Center	92	James Monroe High School	35
Charleston-John XXIII Pastoral Center	95	Jackson's Mill	145
Charleston-State Dept.	89	Snowshoe	108
Dunbar-RESA III	98	Nitro	106
Fairmont	180	South Charleston	95
Flatwoods	US-19-ALT N to US-19 N E Beckley BYP to US-19 N US-19 N	117.70 111.56 107.31	
Glade Springs (Daniels)	17		
Lewisburg	44		
Martinsburg	279		
Morgantown-Lakeview	US-19-ALT N to 1-79 N US-19 to 1-79 N 1-79 N	202.76 196.63 192.37	
Oak Hill	44		
Pipestem State Park	17		
Pikeview High School	26		
Princeton	30		

ANY CORRECTION(S) MADE TO THE TRAVEL REIMBURSEMENT FORM WILL
 RETURNED TO THE EMPLOYEE FOR APPROVAL PRIOR TO PAYMENT EXCEPT
 MATHEMATICAL ERRORS