

Travel Reimbursement Guidelines

This document is to provide guidance on requesting reimbursement of the Doddridge County Board of Education (DCBOE) for preapproved travel-related, business expenses. Please see Travel Policy amended on 5/4/2017 (<http://www.dcschools.us/Downloads/Travel%20Policy%20final%202017.pdf>).

GENERAL

- All travel must be approved by the superintendent and/or Board *prior* to the first day of travel.
 - REMINDER – Once travel has been approved, please remember to request Professional Leave in eSchools.
- A separate form should be completed for each out-of-county trip.
- In-county mileage should be included on one form/submission but must be submitted monthly.
- Please be sure to use the most recent form which can be found on the DCBOE website under Forms.
- Requests for reimbursement should be submitted as soon as possible after return from travel, but no later than 30 days after the return date of travel.
 - If timeline is not followed, reimbursement may be denied.
- Incomplete forms will not be processed and will be returned to the requestor.
- No expense will be reimbursed without a supporting, *itemized* receipt.
- All forms must be signed by the traveler **and** his or her supervisor.
- If the DCBOE has paid direct for hotel reservations, registration fees, etc. which are related to the travel, please note so on the form.

DATES OF TRAVEL

- Each day of travel should be reported on a separate line.

PURPOSE

- Provide a brief description of the purpose of travel (i.e. name of conference, training, meeting, etc.)
 - Please do not just state “meeting” or “training” or leave blank.

MILEAGE

- Report only *actual* miles traveled.
- The most direct route of travel should be used.
- Per the DCBOE policy, all mileage is paid round trip from West Union; except when a person leaving directly from his or her home for a work location, will be paid mileage to or from his or her home or to or from West Union, whichever is lesser.
- The DCBOE reimburses mileage based on current IRS rates. Therefore, rates of mileage reimbursement are subject to change.
- If you shared a ride with someone and will not be claiming mileage, please make note of whom you travelled with on the form.

LODGING

- Receipts are required for all requests for lodging reimbursement.
 - All receipts must be itemized and show a zero-balance due indicating that payment was received by the vendor.
 - The name on the receipt must match the name of the person requesting reimbursement.
- Prior to travel, please contact the finance office to obtain a tax-exempt certificate. The name of the hotel and the physical address will be needed to complete the form.
- If you shared a room with someone and will not be claiming lodging, please make note of whom you roomed with on the form.

MEALS

- As of 5/4/2017, itemized receipts are required for meal reimbursement.

○ **Non-itemized receipts will not be reimbursed.**

- Receipts smaller than a full sheet of paper should be taped to a full sheet of paper and organized in chronological order. Multiple receipts may be taped to one sheet of paper. Please use both sides of the paper.
- If a meal(s) is provided gratis or included with in a registration fee, the ADR must be reduced by the appropriate amount as indicated in the policy.
- Meal expenses will only be reimbursed for out-of-county trips involving an overnight stay.
- Meal expenses for single day travel are not reimbursable under the DCBOE policy.
- It is recommended that if you are traveling with family or friends that are not eligible for DBCOE travel reimbursement that you pay for your meals separate so that a separate receipt can be obtained.
- If you choose to purchase alcohol, it should be paid for separate so that the meal receipt does not include alcohol, which is not an allowable reimbursable expense.

OTHER

- All other expenses allowable by the DCBOE policy must be supported by a paid receipt.

REMINDER – by signing the travel reimbursement expense request form, you are attesting that all expenses that are being requested for reimbursement are legitimate DBCOE business-related expenses.