

Related Entries: (Not identified at this time)

Authorized Travel Expense Reimbursement

The following procedures shall be used to ensure that laws and rules of the State of Florida are followed as it relates to reimbursement of travel expenses for officers and employees and other persons acting on behalf of the School Board. For purposes of this section, "travel expenses" means necessary expenses while traveling, actual expenses while traveling, or words of similar nature –the usual ordinary and incidental expenditures necessarily incurred by a traveler in accordance with § 112.061(2)(g), Florida Statutes.

(1) Rate of Reimbursement

All per diem and travel expense reimbursements shall be in accordance with law and State Board of Education rules. All travel reimbursements shall be in accordance with the Federal Standard Rate. Effective July 1 of each year, the District's mileage reimbursement rate shall change in accordance with the preceding January change of the Federal Standard Rate. Effective July 1 of each year, the District's meal reimbursement rate shall change in accordance with the preceding January change of the Federal Standard Rate for Fort Myers, Florida.

(2) Out-of-County Travel

All out-of-county travel reimbursement for employees or other authorized persons shall be approved by the Superintendent or designee on the approved form prior to departure and incurring the expense. All pertinent boxes on the leave request form must be checked for employee reimbursement and/or direct vendor payments. Requests for travel reimbursement shall be submitted at least quarterly for reimbursement.

(3) In-County Travel

(a) Request for travel reimbursement within Lee County shall be limited to mileage and tolls and must be approved by the employee's principal/department head. When registration fees are paid for in-county travel, an approved leave request is required for employee reimbursement or direct vendor payment of registration fees.

(b) Personnel serving one location - Reimbursement shall not be approved for travel incurred by employees between home and the first normal duty station each day. If the first duty station is other than the employee's normal duty station, reimbursement for the difference between the mileage incurred

45 between home and the employee’s normal duty station and the first location
 46 for that day may be claimed.

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48 Example: Home to normal duty station = 10 miles
 49 Home to destination = 15 miles
 50 Reimbursement = 5 miles x Federal Standard Rate

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52 (c) Personnel serving multiple locations – Employees serving multiple locations
 53 shall be reimbursed travel between duty stations during the work day.

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55 (d) Requests for travel reimbursement shall be submitted at least quarterly for
 56 reimbursement.

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58 (4) Incidental Expenses

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60 All travelers may be reimbursed for incidental expenses. Such expenses may include,
 61 but are not limited to: taxis, limousines, toll charges, registration fees, parking and
 62 communication. All individual expenses greater than five dollars (\$5) must be
 63 substantiated by a receipt.

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65 (5) Board Member Reimbursement

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67 (a) Out-of-County Travel

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69 Any travel outside the county by a School Board Member that exceeds \$500
 70 requires prior approval by the Board to confirm that such travel is for official
 71 business of the District and complies with the rules of the State Board of
 72 Education. Any request for travel outside the State must include an itemized
 73 list detailing all anticipated travel expenses, including, but not limited to: the
 74 anticipated costs of all means of travel, lodging, and subsistence. Immediately
 75 preceding a request for such reimbursement, the public must have an
 76 opportunity to speak on the specific travel agenda item.

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78 (b) In-County Travel

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80 In-County travel for School Board Members, from the Member’s residence,
 81 shall be reimbursed at the Federal Standard Rate. Board members shall be
 82 reimbursed the cost of meals and attendance at any function they attend on
 83 behalf of the School Board.

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87 **STATUTORY AUTHORITY:** 112.061, 1001.39, 1001.42, 1001.43, F.S.

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89 Adopted: 10/9/12

90 Revised: 9/10/19