

Pike County Schools Travel Regulations

Employees are permitted to request reimbursement for travel expenses incurred while on official business for the school district. The guidelines for such reimbursement are outlined below.

- All travel must be preauthorized by school or system administration.
- An [Absence Request](#) form must be completed in advance and submitted before departing for travel .

Lodging

- Employees must travel a distance greater than 50 miles from their primary business location to be eligible for overnight travel status and lodging reimbursement.
- The lodging rate allowable will generally be the available single occupancy rate unless a room is shared with another employee. Under no circumstances will reimbursement be allowed for higher costs associated with lodging for family members.
- Employees are required to use the [Hotel/Motel Tax Exemption](#) forms for all in-state travel. Forms are available from your school office or the Business Office.
- An itemized “paid” original copy of the lodging bill must be submitted for reimbursement. Room service meals must be shown as a separate meal cost, subject to the provisions below, and should not be included in the room charge.

Meals Associated with Overnight Travel

- Employees must travel a distance greater than 50 miles from their primary business location to be eligible for overnight travel status.
- **Departure and arrival times** must be included on the [Travel Reimbursement Request \(TRR\)](#) form for meal reimbursement.
- Employees traveling overnight will be paid for the actual cost of meals not to exceed the per diem rates described in the table below. Also note that certain meals are allowed on the day of departure and the day of return according to the time departing and/or returning.
- Meals are reimbursed for actual meal cost (including tax and tip) not to exceed the following limits;

Meals	Standard	High Cost*	Additional Requirements
Breakfast	\$6.00	\$7.00	Day of departure if leaving before 6 a.m.
Lunch	7.00	9.00	Day of departure if leaving before 11 a.m. Day of return if arriving after 1:30 p.m.
Dinner	15.00	20.00	Day of departure if leaving before 5:30 p.m. Day of return if arriving after 7:30 p.m.
Total	28.00	36.00	

***High cost areas** are **only** metro Atlanta (Cobb, DeKalb, Fulton, & Gwinnett), Chatham Co. (Savannah), Glynn County (Brunswick, St. Simon, Jekyll Island, etc.)

Meals NOT Associated with Overnight Travel

- Employees who are required to travel in the normal course of their workday and do not stay overnight are generally not reimbursed for meals.
- However, employees may receive meal reimbursement under the following situations:

- If the meal is an integral part of a meeting and the meeting continues during the meal then the meal is eligible for reimbursement. This condition does not apply if you leave the meeting premises.
- Employees may be reimbursed for noon meals that are part of a required registration fee.
- Employees who travel over 30 miles from home or office and are away from home for more than thirteen (13) hours may receive meal reimbursement for the noon meal. In addition, if you depart prior to 6:30 a.m. then breakfast reimbursement is allowed and if you return later than 7:30 p.m. you are eligible for reimbursement for dinner.
- All meal reimbursements under the above provisions are subject to the same individual meal limits as described previously.

Mileage

- The mileage reimbursement rate is **0.545 cents per mile** as of January 3, 2018 (subject to change by state travel regulation).
- Mileage is reimbursed for the number of miles to your destination according to the most direct, reasonable route as determined by online sources Google Maps or MapQuest from the home or office/school, whichever is closer.

Required Supporting Documentation for Reimbursement (to be submitted with TRR form)

Expense	Required Documentation
Registration	Paid receipt and copy of agenda
Meals	Depart/arrive time on TRR; no receipts required; actual costs not to exceed per diem rates
Mileage	Street address of your destination.
Lodging	Itemized "paid" original copy of bill
Airfare	Itemized "paid" original copy of bill
Car Rental	Itemized "paid" original copy of bill
Other	"Paid" original receipt (i.e.— parking ticket/receipt)