

Expense Reimbursements: Expenses – Travel Reimbursement Rates, etc.

A. Expenses incurred in the conduct of school business shall not exceed the following reimbursement rates:

1. Lodging – A zero balance statement is required
 - a. The customary rates (exclusive of luxury hotels) and established conference rates offered to the state, if applicable.
2. Meals – An itemized receipt is required
 - a. Up to \$60.00 per day for an overnight trip; or
 - b. Up to \$30.00 for a single day trip.
3. Mileage –
 - a. Eligibility for mileage reimbursement is for a single trip of five (5) miles or more. Single trips less than five (5) miles are not eligible for reimbursement. Trips of the same nature can not be combined nor accumulated for reimbursement.
 - b. Eligible reimbursement is \$.35 per mile if a county vehicle is not used. If county vehicle is used, reimbursement will be made for actual related expenses (fuel, tolls, etc.).
4. All reimbursements shall be made based on actual receipts. If the receipts are not submitted with the request for reimbursement form to the finance department within thirty (30) days, then the employee may not be eligible for reimbursement for that expenditure.

B. Conferences and workshop regulations apply as listed below:

1. Virginia Department of Education conferences will be eligible for reimbursement if approved by Superintendent.
2. Employees may apply for professional leave for other conferences.
3. If an employee is required to attend a specific conference, all expenses will be paid by the school board.

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