POLICY Board of Education of Queen Anne’s County Public Schools

Responsible Office: Finance Office

Employee Travel

I. PURPOSE
The purpose of this policy is to establish guidelines for business-related employee travel and reimbursement of qualified expenses to employees who travel on-behalf of or represent Queen Anne’s County Public Schools (QACPS).

II. POLICY STATEMENT
Queen Anne’s County Public Schools recognizes the need for employee travel, in conjunction with an employee’s responsibilities, or in the performance of official QACPS duties and the development of appropriate regulations to properly manage and support related expenditures.

III. DEFINITIONS

A. Base Location – The employees assigned QACPS work location. For employees assigned to more than one school or location in any workday, the base location shall be the location where the employee is budgeted and/or based upon where the employee’s primary office space is located.

B. Business Travel – Travel for official QACPS business and/or travel for work assignments that may include any of the following: attending a conference, attending a meeting, and/or training for professional development. Business travel can include both local and out of area travel.

C. Conference - A professional association meeting requiring local or out of area travel to represent QACPS, presenting on behalf of QACPS, or participating in professional development. An overnight stay is not required.

D. Local Travel – Travel within Queen Anne’s County, the nine counties of the Eastern Shore or the Baltimore/Washington metropolitan area for official QACPS business or professional development. Travel is classified as ‘local’ when the following conditions exist:
   1. It is within the travel area described above;
   2. It does not require an overnight stay;
   3. Is less than 150 miles roundtrip from your base location; and
   4. Air transportation is not used.

E. Out of Area Travel – Travel outside of the local travel area for official business or professional development; or any travel that requires an overnight stay.
IV.  POLICY ELEMENTS
QACPS understands that business-related employee travel is a requirement for employees in the regular performance of job duties and also to engage in productive professional development. QACPS will reimburse employees appropriate costs for business-related travel expenses.

V.  IMPLEMENTATION
The Board directs the Superintendent to implement this policy.

VI.  POLICY REVIEW
This policy will be reviewed every five years.

VII.  SPECIFIC REFERENCES TO TITLES, DEPARTMENTS, OR LAWS
None.

VIII. EFFECTIVE DATE
Date: Click or tap here to enter text.

Andrea M. Kane, Ph.D.
Superintendent, Queen Anne’s County Public Schools

HISTORY:

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REGULATION  Board of Education of Queen Anne’s County Public Schools

Responsible Office:  Finance

REGULATION for Employee Travel Policy 315

I.  PURPOSE

To establish procedures for Queen Anne’s County Public Schools (QACPS) to provide travel, meal, and incidental reimbursements for official business travel. Specific travel regulations have been developed to provide appropriate standardized procedures and documentation requirements. This regulation shall be implemented in compliance with the provisions of the applicable collective bargaining agreement(s). The collective agreements can supersede this regulation.

II.  PROCEDURES

A.  Travel arrangements are generally centralized for efficiency. It is expected that employee travel will be responsibly arranged, using least cost methods for travel and accommodations.

B.  Mileage reimbursement may be submitted when an employee uses their private vehicle.
   1. The mileage reimbursement rate used will follow the standard mileage rate issued by The Internal Revenue Service (IRS) on the date of travel.
   2. All mileage requests are to be submitted on an “Employee Mileage and Expense Reimbursement” form, which is located on the QACPS website. All mileage reimbursement requests must be approved by the employee’s supervisor and must be submitted monthly. At no time will a reimbursement request be approved that is older than 90 days. Mileage reimbursements will be paid via direct deposit.
   3. Mileage reimbursements can only be paid from the same fiscal year’s budget. For proper accounting, all mileage reimbursement requests through June 30 must be received in the Finance Office by July 15 of the next fiscal year or they may be denied. The employee’s supervisor, member of the Executive Team and/or the Chief Financial Officer must approve any exceptions.
   4. Mileage to and from an employee’s residence to their base location is considered commuting mileage and will not be reimbursed. Commuting mileage must be deducted from all mileage requests if travel to the employee’s base location is not included. Any mileage driven for personal errands will also not be reimbursed.

C.  Local Travel Guidelines
   1. Subject to supervisor approval, an employee may be able to travel for meetings and/or conferences without taking any leave.
   2. Mileage will be paid based on the IRS guidelines when using a personal vehicle. Reimbursement for tolls and parking will require receipts.
   3. There are no meal allowances for day trips.
4. Employees must make every effort to carpool when they are traveling to the same event to reduce costs. Supervisors can require carpooling when appropriate.

D. Out of Area Travel
1. Subject to supervisor approval, via the “Conference Request Form” located on the QACPS website, employees may be able to attend regional or national conferences and professional meetings. All out of area travel must be approved in advance by the employee’s supervisor as well as the Deputy Superintendent and the Chief Financial Officer.
2. QACPS may reimburse an employee for any reasonable expenses incurred during traveling for conferences and/or meetings, such as lodging, meals, and incidentals, with the proper supporting materials.
3. Any employee traveling on behalf of or representing QACPS must exercise discretion when incurring expenses. Any expenses that exceed the preapproved amounts may be adjusted or denied.
4. The following guidelines shall apply to reimbursement for business expenses:
   a. Mileage will be paid based on the IRS guidelines when using a personal vehicle. Reimbursement for tolls and parking will require receipts.
   b. When traveling by air or train you must book the lowest possible rate.
   c. Should an employee choose to drive their personal vehicle instead of air or train travel to the out of area destination, any reimbursement amount will be based on the lowest cost of transportation, regardless of how they choose to travel.
   d. Any costs incurred for changing or loss of tickets for personal reasons will not be reimbursed.
   e. Flight insurance will not be reimbursed.
   f. Shuttles, taxis, buses, subway fees, or ride-sharing services will only be reimbursed if it is necessary for the meeting or conference that the employee is attending. Receipts are required for reimbursement.
   g. Should an employee choose to bring a guest along during travel, all expenses incurred by the guest will not be reimbursed.
   h. QACPS has established standard per-diem rates for all meals. No receipts are required for meal reimbursements. The per-diem reimbursement rate for meals is as follows:
      i. $35 per day for the first or last day of travel, but not both.
      ii. $50 per day for each full day of attendance at a meeting and/or conference.
   i. Any meals and expenses incurred outside of the meeting and/or conference dates will not be reimbursed.
   j. Under no circumstances will alcohol be reimbursed by QACPS.
   k. The following expenses that will not be reimbursed by QACPS include, but are not limited to:
      i. Mini Bars;
      ii. Laundry services;
      iii. Membership fees for the airlines or frequent flyer clubs;
      iv. In-room movies;
v. Internet access;
vi. Rental cars, limousine, and personal-car services will not be reimbursed;
vii. Overage fees for baggage on personal luggage;
viii. Personal credit card fees;
ix. Airline upgrades or priority seating fees;
x. Expenses for spouse, child or guest;
xi. Childcare expenses;
xii. Loss of personal funds and/or property;
xiii. Clothing or personal items;
xiv. Parking tickets and/or traffic violations;
xv. Valet parking.

E. Travel Advances
   1. Travel Advances may be granted for a limited dollar amount based upon approval from the Deputy Superintendent and/or the Chief Financial Officer.

F. Exceptions
   1. Due to the complexity of employee travel needs and requirements, exceptions to these regulations can be made under extenuating circumstances and with Chief Financial Officer approval.

I. IMPLEMENTATION

The Superintendent directs QACPS staff to implement this regulation.

II. EFFECTIVE DATE

Date: [Click or tap here to enter text.]

Andrea M. Kane, Ph.D.
Superintendent, Queen Anne’s County Public Schools

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