

QUEEN ANNE'S COUNTY PUBLIC SCHOOLS

Policy Title: Employee Travel
Policy No.: 315

Scheduled Reads

1st Read: January 18, 2023
2nd Read: February 1, 2023
Approval: March 1, 2023

Attachment(s): Click or tap here to enter text.

AGENDA ITEM FOR THE BOARD OF EDUCATION

X **Information/Review** *(This is the first reading for this policy before being posted on the school district's website for the public comment period, after which it will be brought back to the Board for the second reading with any revisions as appropriate.)*

_____ **Second Reading** *(This is the second reading for this policy. Edits as a result of public comment are included. Also included are recommended edits by Board members or Administration.)*

_____ **Action** *(The Superintendent recommends approval of this Policy subject to final edits for format and style.)*

STAFF PRESENTATION: Jane K. Towers
FISCAL IMPACT: None
DOLLAR AMOUNT: N/A

BUDGETED: N/A
BUDGET SOURCE: N/A

SUBJECT:
Employee Travel

BACKGROUND:
To update current policy to include policy 306

DISCUSSION:
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POLICY Board of Education of Queen Anne's County Public Schools

Responsible Office:	Finance
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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 representing 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 need for the development of appropriate regulations to properly manage and support related expenditures.

III. DEFINITIONS

- A. *Base Location* – The employee's assigned QACPS work location. For employees assigned to more than one school or location in any work day, 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. It is less than 150 miles roundtrip from the employee’s 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. **All travel must be approved in advance by the Superintendent of Schools or a delegate representative if reimbursement is expected.**

V. IMPLEMENTATION

The Board directs the Superintendent to implement this policy.

VI. POLICY REVIEW

This policy will be reviewed every four years.

VII. SPECIFIC REFERENCES TO TITLES, DEPARTMENTS, OR LAWS

None.

VIII. EFFECTIVE DATE

Date:

 Patricia W. Saelens, Ed.D.
 Superintendent, Queen Anne’s County Public Schools

HISTORY:

Initial Adoption	09/02/2020	Revised	--/--/----	Reviewed	--/--/----	Next Review	
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