

TRAVEL REIMBURSEMENT

Employees will be reimbursed for approved business travel as explained in this policy. Mileage reimbursement will be made at the rate established by the West Virginia Purchasing Division - Travel Management Office.

Mileage reimbursement will be provided to employees for that mileage which represents the actual distance, round trip, from the employee's home to the approved destination, or from the school site to the approved destination, whichever is shorter. However, other mileage incurred of a personal nature during an otherwise-approved trip shall not be reimbursed. No mileage reimbursement will be provided to employees for routine travel to and from work.

Out-of-county travel expenses will be available in advance if required and approved by the Superintendent to attend a meeting/conference at 80% of the estimated cost.

All requests for reimbursement other than mileage and the per-diem rate must include an itemized receipt. Meals will be reimbursed at a per diem rate of \$30.00 for travel requiring over-night stays. Approved lodging and toll expenses will be reimbursed upon presentation of receipts.

Expense reports are to be submitted monthly. Untimely submitted expense reports may not be reimbursed.

Designated Board vehicles should be used before private transportation when available.

Adoption Date: September 3, 2013