

CHAPTER 7.00 - BUSINESS SERVICES

AUTHORIZED TRAVEL EXPENSES

7.17*

Authorized travel for officers and employees of the School Board shall be reimbursed as follows:

- I. In-District Travel - Travel by an authorized officer or employee within the District shall be reimbursed at School Board adopted rates, provided, however, that no reimbursement shall be made for travel between an employee's home and his/her official headquarters.
- II. Out-of-District Travel
 - A. One-day Trips - Expenses by officers or employees on authorized school business which require less than one (1) day shall be reimbursed for travel at School Board adopted rates.
 - B. Overnight Trips - Expenses by officers or employees on authorized trips requiring absence overnight or in excess of twenty-four (24) hours shall be reimbursed for travel, lodging and meals at School Board adopted rates. Travel shall be the most economical route or method.
- III. Mileage shall be computed as follows:
 - A. In-District - In accordance with the District's mileage schedule or the odometer reading from the point of departure to the destination.
 - B. Out-of-District - Pursuant to the mileage chart established on the official state road map plus vicinity mileage.
- IV. Travel shall be coordinated when more than one (1) traveler is going to the same destination at approximately the same time, if practical. Mileage reimbursement for travelers who choose not to carpool shall be pro-rated, between drivers, based on the number of travelers transported.
- V. A purchase order shall be issued and processed through the District office when a common carrier is used. Air travel shall be used when practical, using airlines on state contracts if available.
- VI. Reimbursement may be requested for tolls, taxies, and registration fees when properly documented. No reimbursement may be authorized for gratuities.

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Reimbursement for registration fees shall be reduced by the value of any lodging or meals which are included.

- VII. All out-of-district travel by School Board members shall have approval of the School Board. The official headquarters of each School Board member shall be his/her place of residence and all in-district travel, including travel to and from School Board meetings, shall be computed on this basis.
- VIII. The Superintendent or designee is authorized to approve monetary advances for anticipated travel expenses for persons who are traveling on the School Board's behalf and whose responsibilities require extensive travel from the District. The financial advancement shall not exceed eighty percent (80%) of the anticipated cost of each trip.
- IX. The expenditure of public funds for travel shall be consistent with the provisions of Florida Statutes.

STATUTORY AUTHORITY:

1001.42, F.S.

LAW(S) IMPLEMENTED:

112.061, 1001.39, 1001.43, 1011.09, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-1.056

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: