

# Travel Reimbursement Procedures

## **Before the trip:**

Any employee of McCracken County Board of Education traveling out of town, whether for one day or overnight, for district purposes must complete an F-100 before the trip. The form includes the date(s) of the trip, location and purpose of the trip. Expenses for the trip need to be estimated. The form needs to be signed by the employee's supervisor, grant coordinator (if grant funds are being used) and the superintendent. It is a good idea for the employee to keep a copy of this form. When this form is signed by the superintendent, it is kept on file to be matched up with the employee's F-200 form. Without this form, an F-200 cannot be processed for payment.

## **During the trip:**

Itemized receipts of all expenses to be reimbursed to the employee or paid by the district should be kept during the trip. The daily meal allowance is \$30. If an employee spends more than that for meals on any one day, that person will only be reimbursed \$30. No more than 15% tip will be reimbursed on any meal. Meals less than \$5 will no longer be reimbursed without an itemized receipt according to new board policy. Credit card receipts with meal totals and tip cannot be accepted as itemized receipts. Room service meals and hotel restaurant meals charged to a room also require an itemized receipt. If it is an overnight trip and the hotel bill is being direct billed to the district, the employee needs to review the bill before checkout to verify that sales tax has not been charged.

## **After the trip:**

An F-200 will need to be completed when the employee returns from the trip. A deadline e-mail is sent out each month for that month's payables. The completed F-200 will need to be turned in by that deadline to be included that month for payment. To be considered complete, the form will need all expenses listed and totaled along with itemized receipts; employee's trip information and signature; travel code; and supervisor, grant coordinator or superintendent signature, whichever is required. Forms missing any of these will be returned for completion and payment could be delayed. It is a good idea for the employee to keep a copy of this form and all attachments.

## **Local Travel:**

Many district employees are required to travel to various locations around town during the month. These trips should be listed on a local travel form. The mileage rate is revised quarterly and a district-wide e-mail is sent to notify employees of the rate. Local travel forms will need to be totaled by the employee and then signed and coded by the employee's supervisor, grant coordinator or superintendent. Mileage charts between schools, to various locations around town and to cities in our area are included with the deadline e-mail each month. It is a good idea to save the attachment for future reference.

**Please contact Keri Vaughan, [Keri.Vaughan@mccracken.kyschools.us](mailto:Keri.Vaughan@mccracken.kyschools.us) or 270-538-4000 x 5022 for clarification on any of the above-mentioned items.**