

## **Baconton Community Charter School**

Travel and Reimbursement Policy and Procedures

Presented for approval: April 2, 2020

Updated: July, 2020

### **Purpose:**

BCCS recognizes that personnel may be required to travel and make travel related expenditures on behalf of the school. The purpose of this policy is to ensure that:

1. Adequate cost controls are in place,
2. Expenditures are reasonable, allowable, and appropriate,
3. There is a uniform and consistent approach for the timely reimbursement of the authorized expenses incurred, and
4. Federal and State compliance is maintained.

### **Policy Statement:**

*BCCS shall maintain and adhere to the approved guidelines for allowable reimbursement of school related travel expenses incurred by personnel.*

**\*\*\* The following guidelines apply to all school related travel unless otherwise specified. \*\*\***

### **Guidelines:**

#### **A. Pre-approval**

All school related travel requiring reimbursement must be pre-approved by the School Administrator or CFO through the appropriate process before the expense is incurred. If this travel is related to federal programs, the request form must be sent to the Federal Programs Director. The director will ensure that the travel has been budgeted for and is allowable according to the federal program guidelines. Approval Process shall include a written request from the employee with supporting documents for travel expenses. The School Administrator will receive pre-approval for all travel from the Board Chair or his/her designee. (Updated July, 2020)

#### **B. Allowable Expenses**

The School Administrator must determine the allow ability (or justification) of the travel expense as part of the process for determining pre-approval. In determining allow ability for such expenses he/she shall consider:

1. The need for the expense,
2. The ways in which the school will benefit from the expense and weigh those benefits against the anticipated costs, and
3. Whether or not there are less expensive alternatives, such as, participation by telephone or video conferencing, or the availability of local programs or training opportunities.

#### **C. Travel Expenses**

When utilizing Federal funds for reimbursement of travel expenses, such expenses may be charged on an actual cost basis, on a per diem basis, or a combination of the two provided the method used is consistent with those normally allowed in like circumstances in non-federally funded activities and in accordance with this policy as a whole.

If travel expenses are charged directly to a Federal award there must be supporting documentation to justify that:

1. Participation of the individual is necessary to the Federal Award,
2. The person requesting reimbursement actually attended the event (agenda, sign-in sheets, certificates of attendance, etc. will be required)
3. The costs are reasonable and consistent with the school's general travel guidelines.

BCCS expects personnel to:

1. Exercise discretion and good business judgment with respect to the expenses,
2. Be cost conscious and spend money as carefully and judiciously as the individual would spend his/her own funds, and
3. Adhere to the specific expense stipulations listed below:

#### **Airfare**

Airfare costs in excess of the least expensive unrestricted accommodations class offered by the airline are unallowable except when such accommodations would:

- a) Require circuitous routing,
- b) Require travel during unreasonable hours,
- c) Excessively prolong travel,
- d) Result in additional costs that would offset the transportation savings, or
- e) Offer accommodations not reasonably adequate for the traveler's medical needs.

*(The school must have on file documentation of the medical condition that will justify the need for first-class or business-class in such cases.)*

#### **Lodging**

Lodging costs may be reimbursed at the single room rate in a business economy or budget hotel for the reasonable cost of hotel accommodations.

Convenience, the cost of staying in the city in which the hotel is located, and the proximity to other venues on the individual's itinerary shall be considered in determining a reasonable expense. Personnel shall also make use of available corporate and discount rates for hotels.

#### **Out-Of-Town Meals**

Out-of-town meal costs may be reimbursed on a per meal basis at the rates established in the State of Georgia Meal Allowances document set by the State Accounting Office of

Georgia. If traveling out of state that state's rates may be used if higher than the Georgia rates.

### **Ground Transportation**

Ground transportation costs in excess of the most economical ground transportation appropriate under the circumstances are unallowable. Such transportation should be used in the following order of desirability:

1. Courtesy Car
2. Shuttle or Bus
3. Taxi
4. Rental Car

### **Personal Cars**

Personal car use costs may be reimbursed as follows:

- a) Mileage, for travel to and from either a business related destination of reasonable driving distance or the airport, must be reimbursed at the currently approved IRS rate per mile.
- b) Mileage, for travel that would normally be made by air, must be reimbursed at the currently approved rate not to exceed the sum of the lowest available round trip coach airfare.
- c) Parking and toll expenses may be reimbursed.
- d) Parking tickets, fines, car washes, etc., will not be reimbursed and are the responsibility of the traveler.

### **Non-reimbursable Expenditures**

The school maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be allowed or reimbursed. As such, making non-reimbursable charges may result in the loss of credit card privileges, disciplinary action, or legal action as deemed appropriate. All non-reimbursable charges must be paid back to the school by the individual responsible for making the inappropriate charges.

### **D. Reimbursement**

Reimbursement shall be made only:

1. When the request for travel has been deemed allowable and pre-approved through the appropriate process.
2. When the expenditures are reasonable and consistent with this policy,
3. After the expenses have been incurred,
4. After the proper reimbursement procedure has been followed, and
5. In accordance with the current Federal and Georgia State Travel Regulation.

### **E. Absence of Policy**

In the absence of an established policy regarding travel costs, the rates and amounts established under 5 U.S.C. 5701-11 (Travel and Subsistence Expenses; Mileage Allowances) must apply.

Legal Ref: 2 C.F.R. Part 200 Subpart E 200.474