



NON-INSTRUCTIONAL SERVICES: Fiscal Services

Expense Reimbursements

I. Lodging – Overnight Travel

- A. Members of the Board of Education of Baltimore County (Board) and Baltimore County Public Schools (BCPS) employees on approved overnight travel shall be reimbursed for actual hotel lodging expenses (room charge and applicable taxes). Original receipts are required for all lodging reimbursements.

II. Meals – Overnight Travel

- A. Board members and employees on approved overnight travel shall be reimbursed at the published Federal General Services Administration daily per diem rate for meals and incidentals for the dates of travel for the city where the conference, convention, or other Board business is conducted.

III. Meals – Non-overnight Travel

- A. There are times when Board members and employees are required to travel to attend meetings, which do not require overnight lodging. If official travel causes a Board member or employee to be absent from home before 6 a.m. or after 7 p.m., the cost of breakfast or dinner is reimbursable.

IV. Registration fees

- A. Registration fees for approved conferences and staff development activities are reimbursable.

V. Overnight Transportation

- A. All airline, train, and other commercial travel reservations must be made at economy or comparable class. If a Board member or employee elects to drive his/her car and this results in greater cost than the round trip economy class air travel, reimbursement will be made on the lower of the two costs.
 - 1. Board members and employees are encouraged to avoid using parking facilities at the home airport for extended periods of time.

2. Costs of flight insurance are not subject to reimbursement.

B. Board members or employees shall be reimbursed for car rental and fuel, shuttles, taxis and other transportation costs when on approved overnight travel.

1. The cost of insurance on rental cars is not subject to reimbursement.

VI. Local Transportation

A. The necessary use of an employees or Board members personal car for transportation on school business shall be reimbursed at the Internal Revenue Service standard mileage rate.

VII. Tolls and Parking

A. Toll charges and parking fees that are required because of official travel are reimbursable.

VIII. Consolidating Travel or Pool Car Use

A. Board members or employees attending conferences should make every effort to pool their transportation in order to reduce costs. Board members or employees who travel frequently on business should inquire as to the availability of a pool car from the Office of Transportation. If a pool car is available, reimbursement may not be allowed for this type of travel.

IX. Telephone

A. Telephone calls that are a requirement of the Board member's or employee's assignment are reimbursable. Board members and employees using personal cell phones for supervisor approved school system business are eligible for reimbursement only when their total monthly cell phone bill exceeds their standard minimum monthly rate.

B. Employees receiving cell phone stipends are not eligible for additional reimbursement.

X. Miscellaneous Expense Reimbursement

A. Board members and employees may be reimbursed for pre-approved out-of-pocket school system business expenses when other established procedures for making the purchase cannot be used (i.e. procurement cards, purchase orders, disbursement requests).

XI. The Department of Fiscal Services shall implement procedures to carry out this rule.

Related Policies: Board of Education Policy 3127, *Travel*

Rule
Adopted: 9/09/71
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Superintendent of Schools