



NON-INSTRUCTIONAL SERVICES: Non-Instructional Services

Travel

I. Overnight Travel Requests

- A. When making overnight travel requests, the appropriate administrator or supervisor and the employee shall give consideration to whether the proposed travel:
 - 1. Promotes the interest of the school system;
 - 2. Is for the purpose of participating in training, receiving an award, or making a presentation;
 - 3. Has educational value for the employee;
 - 4. Has a direct relationship to the employee's job responsibilities;
 - 5. Results in extended time away from the job site;
 - 6. Is cost effective within the established budget.

II. Overnight Travel Approval

- A. Prior approval of employee overnight travel must be obtained from the Superintendent. This approval authority may be delegated in writing to the Chief of Staff, Associate Superintendent, Deputy Superintendent, assistant superintendents, executive directors, or other managers.

III. Expense Guidelines

- A. Reimbursement for travel expenses will be paid for mileage, tolls and parking, meals, lodging, registration fees, and transportation fees in accordance with Board policy and school system procedures.
- B. No travel expenses will be paid to any person who is not an employee or under contract with the Board of Education of Baltimore County (Board).
 - 1. Contract employees will only be reimbursed under this rule if the contract specifically authorized reimbursement costs for travel-related expenditures.

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- C. No travel expenses will be paid for spouses and/or family members who accompany Board members, employees, or volunteers.
- D. No Board member, employee, or volunteer shall receive personal financial benefit from travel paid for by the BCPS. Once obligations of work-related travel have been met, any expenses incurred through the extension of time or travel, which result in personal benefit, will be assumed by the individual.

Related Policies: Board of Education Policy 3126, *Expense Reimbursements*
Board of Education Policy 8361, *Ethics Code, General*
Board of Education Policy 8362, *Gifts to the Board of Education, Schools, and Offices Within the School System*

Rule
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Revised: 12/7/10

Superintendent of Schools