



# Frederick County Public Schools

## Travel Guidelines:

FCPS will reimburse individuals traveling on official school district business for reasonable and necessary expenses incurred. Travel expenses are subject to public review and must be able to sustain the test of public opinion. When planning and paying for travel, attention and concern is expected for the economy, prudence, and necessity of the expenses. Reimbursement shall be limited to only those expenses necessary for providing essential services to students of FCPS. Travelers must seek ways to reduce the cost of travel.

## Instructions:

1. This form can be used for a travel reimbursement request and/or a school board credit card expense report. Check one or both as applicable.
2. Include school credit card number.
3. Complete name, employee ID #, and home address as well as school or building in which you are based.
4. If use of personal vehicle was authorized, check the block so indicating.
5. Column A - The date of expense.  
Column B - Location and purpose of travel. Daily expenses must be shown separately.  
Column C - The miles traveled if personal auto authorized.  
Column D - The miles traveled multiplied by \$.535 per mile or \$.268 per mile.  
Column E - See 706R on meal reimbursement. Itemized receipts for meals must be attached to the travel reimbursement form. Meals may be taxable to employee.  
Column F - All other business expenses may include, but are not limited to, lodging, fares, tips, parking, etc. Be sure to attach all receipts.  
Column G - This column should be used for non-reimbursable expenses. (Examples: movies charged to your room, personal calls from your room, or expenses of a spouse.)  
*NOTE: All amounts placed in columns D through F must also be placed in columns G - I.*  
Column H - This column represents your out-of-pocket expenses that are business expenses and are reimbursable to you (include mileage).  
Column I - This column represents all expenses charged to the school credit card.
6. Total each column. Compare Box 1 and 2. If Box 1 is higher than Box 2, please attach a check made payable to FCPS.
7. Certify the report by signing and dating.
8. Obtain supervisor's approval.
9. Supervisor indicates travel code(s).
10. Send original form to the finance department for payment. Payment will be directly deposited into the same account used for your net pay from payroll.
11. Use additional forms as necessary.

## SPECIAL NOTES:

1. Itemized receipts show a detailed list of purchases, (i.e. hamburger, salad, coke). Summary charge receipts that only show the total amount spent **do not** qualify as itemized.
2. Meals **will not** be reimbursed if purchased in Winchester City or Frederick County.
3. Meals for day trips are **taxable** to the employee. Day trips are defined as trips without an overnight stay.
4. Reimbursement for breakfast and dinner will follow the 7 o'clock rule. **See regulation 706.**
5. Reimbursable tips for restaurant service shall not exceed twenty percent.
6. Any prizes or gifts received from grants, inservices, professional development or conferences are the property of the school division unless otherwise indicated when received (see Policy 606 and 704 and Regulation 704).