



Regulations Governing Official Travel
Clarksville-Montgomery County School System
TRAVEL OUTSIDE MONTGOMERY COUNTY

IMPORTANT: Prior approval of travel and any expenses must be obtained in advance on the Advanced Request for Professional Out-of-County Travel form ACC-F002. All reimbursements must be claimed on form ACC-F003 and submitted with a copy of the ACC-F002 approved form within 5 days of the travel date. If prior authorization did not occur before the official travel took place, the district reserves the right to deny the reimbursement request. Travel advances are strictly prohibited. Reimbursement shall be based upon the most direct route and economical method possible. Employees cannot receive an honorarium, stipend, or any other compensation from a third party and also request travel reimbursement. If they do, they will submit the compensation to CMCSS or reduce the claim amount of the authorized expenses by the compensation from the third party. It is the responsibility of the employee to be familiar with and adhere to established travel regulations. Deliberate disregard of these regulations or filing an intentionally misleading or fraudulent travel claim is grounds for disciplinary action up to and including termination.

Claim forms for previous fiscal year received after July 10 will be rejected for reimbursement.

<p><u>REIMBURSEMENT FOR USE OF AUTOMOBILE</u> Use of private automobile will be reimbursed at the rate of \$.585 per mile effective April 1, 2022.</p> <p>If traveling by vehicle where air travel would be more economical, reimbursement will be limited to the amount of the lowest airfare. Substantiation of airfare will be required with the submission of the Advance Request for Professional Out-of-County Travel form. A print out showing the cost of airfare at the time of the hotel reservation or conference registration is required.</p> <p><u>AIR TRAVEL</u> The lowest airfare rate available at the time of reservation must be used. No upgrades (Early Bird, First Class, etc.) are allowed to be reimbursed or purchased on a CMCSS credit card. Receipt is required.</p> <p>If the airline doesn't allow baggage to fly for free, you can be reimbursed for the cost of one bag per flight. Receipt is required.</p> <p>Necessary charges for parking at (or around) the Nashville Airport will be reimbursed up to \$18 per day. Valet parking is not allowed. Receipt is required for air travel.</p> <p>If an employee personally chooses to fly on an earlier or later date than what is required to attend the conference, they must provide a copy of what the airfare would have been if they flew on the dates that would have normally been expected to attend the conference with the information pulled on the same day. Substantiation will be required with the submission of the Advance Request for Professional Out-of-County Travel form.</p> <p><u>LODGING</u> Claims are based on actual expenses incurred, not to include telephone charges or other extra expenses. Itemized receipts must be attached to the travel reimbursement form. Prepaid lodging is highly discouraged.</p> <p>Lodging will not be permitted on one day trips. Trips to Nashville, or other destinations of comparable distance, in excess of one day, can be reimbursed for lodging beginning with the first day of business activity. A copy of the conference agenda is required.</p> <p>For lodging in Tennessee, you must obtain a tax exempt letter from the Business Affairs Department <u>and</u> use a CMCSS travel credit card prior to traveling. <u>A personal credit card is not authorized for lodging in Tennessee and you will not be reimbursed for lodging if a CMCSS credit card is not used.</u></p> <p>If parking is charged on the hotel bill, include it on the parking cost on the claim form. Valet parking isn't allowed unless there is no self-parking. Substantiation of required parking costs must be provided with the claim form.</p> <p>Fees for baggage handling up to \$8.00 and equipment/promotional materials handling up to \$20.00 is allowed per hotel. Receipt required.</p>	<p><u>MEALS (Including Tips) Effective July 1, 2016</u> Receipts for meals are not required. Meal reimbursements for one-day trips are not covered. If meals are provided at a conference, you can't claim that meal for reimbursement.</p> <p>A meal allowance based on \$41 per day for in-state travel and \$51 per day for out-of-state travel is provided (before tips). Tips not exceeding 15% may be claimed. For fractional days in travel status, the allowance will be prorated as follows:</p> <table border="1" data-bbox="966 766 1356 882"> <thead> <tr> <th>In-State</th> <th>Meal</th> <th>Out-of-State</th> </tr> </thead> <tbody> <tr> <td>\$7.00</td> <td>Breakfast</td> <td>\$9.00</td> </tr> <tr> <td>\$11.00</td> <td>Lunch</td> <td>\$13.00</td> </tr> <tr> <td>\$23.00</td> <td>Dinner</td> <td>\$29.00</td> </tr> </tbody> </table> <p>The following time schedule shall determine eligibility for meals. Any employee at his/her official station or in Montgomery County during these times shall not be entitled to reimbursement:</p> <table border="1" data-bbox="982 1018 1331 1102"> <tbody> <tr> <td>Breakfast</td> <td>6:00 am – 8:00 am</td> </tr> <tr> <td>Lunch</td> <td>11:00 am – 1:30 pm</td> </tr> <tr> <td>Dinner</td> <td>5:00 pm – 6:30 pm</td> </tr> </tbody> </table> <p>For reimbursement of meals, the departure and return time must fall outside of the above time slots.</p> <p><u>MISCELLANEOUS</u> Reimbursement for the following items shall be allowed. Receipts are required unless otherwise stated.</p> <ul style="list-style-type: none"> • Registration fees and other expenses for approved conferences, conventions, seminars, meetings, etc., including cost of official banquet and/or luncheons. However, no separate claims for the corresponding meals will be allowed when a banquet or luncheon is claimed. • Reasonable taxi or ridesharing fares between airport, hotel or lodging and meeting places. Tips not exceeding 15% may be claimed. A detailed receipt is required showing travel locations, dates, and amount paid. Fares that are wanted for personal reasons (shopping, exploring the area, etc.) are not reimbursable. • Reasonable tolls and ferry fees, when necessary. Receipt not required. • Telephone calls or hotel WIFI cost pertaining to official business provided that documentation indicating date, location, and justification for reimbursement is furnished. • Rental vehicles and fuel cost with substantiation proving this was the most cost effective way to travel. Substantiation must be provided showing air travel, use of personal vehicle and/or reasons why personal vehicle couldn't be used. The miles traveled in the rental car can't be for personal use. Detailed receipt required for rental cost and fuel cost. <p>Reimbursement for the following items shall not be allowed:</p> <ul style="list-style-type: none"> • Valet services are additional fees charged <i>for convenience</i>, such as valet parking, early airline check-in, travel agencies, etc. • Entertainment and other personal items. 	In-State	Meal	Out-of-State	\$7.00	Breakfast	\$9.00	\$11.00	Lunch	\$13.00	\$23.00	Dinner	\$29.00	Breakfast	6:00 am – 8:00 am	Lunch	11:00 am – 1:30 pm	Dinner	5:00 pm – 6:30 pm
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