



Department: Business Affairs Policy Number: BUS-A004 Effective Date: 10/17/06
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## ADMINISTRATIVE POLICY

### EXPENSE REIMBURSEMENTS

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.
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#### Mileage

Employees of Clarksville-Montgomery County School System, providing their own transportation for traveling in the performance of their duties will be reimbursed for mileage at the current rate per mile as outlined in CMCSS Travel Regulations (ACC-R001) approved by the Chief Financial Officer. Reimbursement cannot be claimed for expenses incurred by traveling to and from a place of residence to official workstation, unless attendance at meetings or work sessions, after regular working hours, is necessary. Travel to multiple destinations on the same day should be included on the same reimbursement request.

#### Lodging

Reimbursement for expenses for out of county lodging will be based on the actual hotel/motel bill. Overnight stay is not permitted for one-day trips to Nashville, TN or other destinations of equal distance from Montgomery County. Trips to Nashville, TN and other destinations of comparable distance from Montgomery County in excess of one day will be reimbursed for lodging, beginning with first day of business activity.

#### Meals (Including Tips)

A meal and subsistence allowance is provided for travel. Tips not exceeding 15% may be claimed. Receipts for meals are not required. Meal reimbursements for one-day trips are not covered. Please see CMCSS Travel Regulations (ACC-R001) for amounts and time schedules.

#### Miscellaneous

Reimbursement for the following items will be allowed. Receipts are required unless otherwise stated.

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 fares between airport, hotel or lodging and meeting places. Letter of explanation is acceptable.

Reasonable tolls and ferry fees, when necessary. Receipt not required.

Necessary charges for parking. Parking for Nashville Airport should not exceed the cost of long term parking charges at the airport.

Hotel baggage handling fee of up to \$8.00 per hotel. Receipt not required.

Airline baggage handling fee limited to one bag. Receipt required.

Telephone calls and telegrams provided that documentation indicating date, location, and for reimbursement justification of the call is furnished.

Fees for handling equipment/promotional materials of \$20.00 per hotel.

Charges for Internet access if a business purpose is documented and it is approved by the supervisor.

Reimbursement for the following items is not allowed: entertainment, valet service and other personal items, to include airline early bird check-in fees.

Reimbursement for travel will be based on the most direct route and most economical method possible.

### Submission of Claims

Claims must be submitted using either the Out-Of-County Travel Form (ACC-F003) or the In-County Mileage Reimbursement for Official Travel Form ([ACC-F004](#)), as appropriate. Claims should be made in a timely manner and submitted within the current fiscal year.

Claims for a previous fiscal year received after July 10 must be accompanied by a letter of explanation from the employee's immediate supervisor and the expense will be charged to the new fiscal year.

Associated Procedures/Documents: [ACC-P006](#) Mileage Reimbursement for Official In-County Travel  
ACC-F003 Out-of-County Travel Claim Form (obtained through the Business Office)  
[ACC-F004](#) In-County Mileage Reimbursement for Official Travel Form  
[ACC-R001](#) CMCSS Travel Regulations

### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/17/06		Initial Release
2/25/13	A	Add ACC-R001 CMCSS Travel Regulations to policy.
4/20/15	B	Deleted reference to ACC-F003 in first paragraph, Added additional information throughout the section regarding miscellaneous expense reimbursements; updated formatting

\*\*\* End of Policy \*\*\*