



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 for meetings or work sessions are on days outside of your normally scheduled calendar and are deemed necessary to perform your job duties. 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 and Incidentals

A per diem for meals and incidentals are provided for multiple day trips. Meal reimbursements for one-day trips are not covered. The per diem rate includes all meals and incidentals such as tips for meals, tips for luggage handling by a transport service, dry cleaning, & etc. If meals are provided at a conference/event or the hotel you are staying at, you must reduce your per diem reimbursement for that meal using the following rates. Receipts for meals are not required. Please see Regulations Governing Official Travel (ACC-R001) for amounts.

#### Miscellaneous

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

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

Please reference Regulations Governing Official Travel (ACC-R001) for details related to any separate reimbursable items.

#### 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 (within 5 days of travel for out-of-county travel or at the first of the month for in-county travel for the previous month) and submitted within the current fiscal year. Claim forms for previous fiscal year received after July 5 will be rejected for reimbursement.



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Please see Regulations Governing Official Travel (ACC-R001) regarding documentation required for reimbursement.

Associated Procedures/Documents: [ACC-P006](#) Mileage Reimbursement for Official In-County Travel  
BUS-F015 CMCSS Mileage Matrix  
ACC-F002 Advance Request for Professional Leave Out-of-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:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
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
4/14/25	C	Removed reference to meals and tips, replaced with meals and incidentals, removed reference to separately listed reimbursable items replacing these with the regulations Governing Official Travel AC-R001, removed verbiage regarding fiscal year deadline in Submission of Claims section, added reference to BUS-F015 and ACC-F002 in associated procedures and documents section.

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