



Spartanburg School District 2 ***Travel Procedures***

Per Board Policy DKC the District will reimburse for travel expenses based on reimbursement rates for state employees. Below are procedures to comply with the direction of Board Policy DKC and administrative rule DKC-R:

Pre-Travel Procedures

Travel Approval

Approval for travel should be obtained prior to staff travel. Expenses for travel must not be incurred or processed prior to approval.

- Complete the Travel Expense Worksheet form and obtain a Purchase Order under your name for travel. Travel forms can be found on the Finance website:
https://www.spart2.org/departments/finance/travel_forms
- All out-of-state travel must be approved by the superintendent. All other travel must be approved by the Principal/Director.
- Purchase orders must be approved for conference registrations, hotel and airfare prior to incurring charges. The travel expense worksheet should be attached to the individual attendings PO requisition. This applies to Purchase Orders that will be used to pay the travel expense claim upon the individuals return. In-county and in-district mileage claim form must also have a PO created prior to the form being submitted for payment. An Open PO can be created for each person that will claim mileage and can be adjusted throughout the Fiscal Year.
- The PCard can be used to secure conference registrations, hotels and airfare. **The approved travel Purchase Order for the individual(s) traveler(s) is required to be attached in BOA works along with the receipt. If out of state travel, the signed Travel Expense Worksheet is also required.**

Lodging

The district will prepay hotel reservations, at the single rate, plane or train reservations and registration fees, if requested, at least 10 working days in advance. The district will not provide additional advanced funding.

- Make reservations for lodging; *remember to keep a copy of the conference brochure indicating lodging facility and rates, and that only conference/convention rates for single accommodations are allowed.* **If you are using Federal or State funds, please ensure that the lodging rate is within either the conference rate or the guidelines set by the U.S. General Services**

Administration (www.gsa.gov). The Federal or State funds may be supplemented by General Funds or Pupil Activity Funds up to the limit per Board Policy DKC for single rate only.

Registration Fees

- Use of a purchase order or check request must be issued to pay for registration fees.
 - The credit card may be used for registration fees.
 - The travel Purchase Order should be attached to the receipt/invoice documentation.

Airfare

- Transportation to and from points of arrival and departure will be accomplished by the most economical methods.
- Travel by commercial airlines will be reimbursed for coach or tourist class.
- If, for your own convenience, an employee elects to travel by automobile when air travel is more economical you are entitled to reimbursement as follows:
 - Mileage up to the amount of coach or tourist airfare.
 - Parking fees equal to that which would have been incurred if the car had been parked at the airport.
 - It is the responsibility of the employee to provide documentation for the above expenses.

Other Travel Notes

- **Original receipts are required for travel reimbursement.** Make sure you have the correct account number(s) and purchase order number prior to booking any trip. Save all original receipts.
- If cancellations are necessary, the employee may be responsible for reimbursing the district for monies not refundable.
- Travel Reimbursements cannot be paid out using Pupil Activity funds in TES. It must be processed in Smartfusion using General Fund budget or Special Revenue Funds where the travel is built into the spend plan.

Travel Expense Claim Forms

- Travel Expense Claim forms must be submitted within **10 days of returning from travel**. The form can be found on the Finance website:
https://www.spart2.org/departments/finance/travel_forms
- The Travel Expense Claim Form **must be filled out digitally (in excel)** before submission. The signature lines should be the only section written on. Any packets that do not meet this will be sent back for correction.

- **A conference brochure/agenda, and approved Purchase Order must be attached to all Travel Expense Claim forms.** Lodging receipts must be in the requestor's name. Receipts must be attached for the following:
 - Lodging receipt from checkout (required)
 - Parking and tolls-parking at the most economical rate
 - Car rental
 - Taxi, bus, train, etc.
 - Airline
 - Registrations
 - Any other charges such as internet use, copies, etc.

- **Meals**
 - Receipts are not required for meals; reimbursement is based on the State rates per policy.
 - The employee shall be reimbursed for the actual expenses incurred in the obtaining of meals except that such costs shall not exceed \$35 per day within the State of South Carolina. For travel outside of South Carolina the maximum daily reimbursement for meals shall not exceed \$50.
 - Meal per diem rates is for overnight travel only
 - Meals may not be charged to the District's P-Card as they are reimbursable at the per diem rate.
 - Per Diem for Meals (on the first day of travel or the last day of travel)
 - Breakfast – Must depart for meeting/conference before 6:30am or return after 11:00am
 - Lunch – Must depart for meeting/conference before 11:00am or return after 1:30pm
 - Dinner – Must depart for meeting/conference before 5:15pm or return after 8:30pm
 - State rates are set by the SC Office of the Comptroller General. Currently the state rates are:
 - Breakfast \$8 SC, \$10 Outside SC
 - Lunch - \$10 SC, \$15 Outside SC
 - Dinner - \$17 SC, \$25 Outside SC
 - Meals provided at the conference are not reimbursable.
 - Meals provided during meetings/travel will be deducted from the meal reimbursement total. Provided meals deduction applies for hotel provided meals such as breakfast.

- **Mileage**
 - Expenses incurred for mileage are reimbursed at the IRS Circular E rate that is updated annually (FY23 mileage rate is \$0.655 per mile, it is \$0.22 per mile if a District Vehicle is available and a POV is still used). You must drive your own car to be eligible for this expense. Mileage is calculated taking the most direct route from the work location to the travel site (cannot use home address). Please provide a map trip summary with the direct route when submitting Travel Expense Claim.

Updated January 2023