





CREATING & UTILIZING AN EFFECTIVE TRAVEL POLICY

Rodney O. Jackson, M.B.A, C.S.F.O., C.S.B.A

Executive Director of Financial Accounting and Benefits Services

Fayette County Public Schools

Lexington, KY



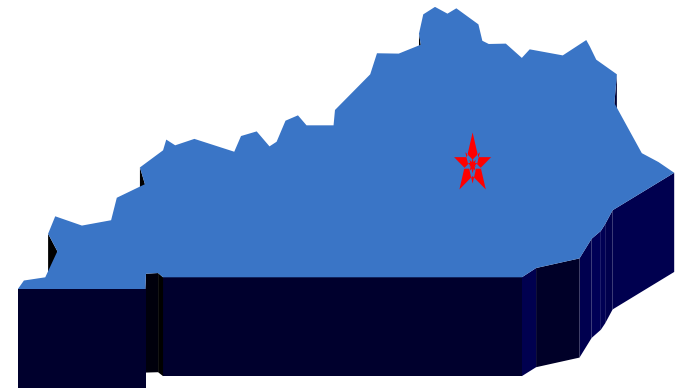
INTRODUCTION-RODNEY O. JACKSON

- ▶ Rodney O. Jackson, MBA, CSFO, G.M.C.,CSBA
- ▶ Executive Director Financial Accounting and Benefits Services
- ▶ Undergrad in Accounting and M.B.A. both from UK
- ▶ 28 years of Accounting Experience including over 22 years of School Finance.
- ▶ Over 24 years in Grants Management Experience
- ▶ Certified in Grants Management 2002
- ▶ Certified School Financial Manager 2005
- ▶ Certified School Financial Officer 2016
- ▶ Certified Finance Officer of State of KY 2017
- ▶ Certified School Business Administrator 2022
- ▶ FCPS manages over \$900 million in revenue including \$200 million in Grants
- ▶ KASBO Past President 2020-2021
- ▶ KASBO Board Member
- ▶ SASBO Emerging Leader



Where I Come From

- ▶ Approximately 43,000 students (2nd largest is state of KY)
 - ▶ Over 900 regular employees
 - ▶ Annual budget \$900 million
 - ▶ Additional \$149 Million in CARES
 - ▶ 69 schools and programs
-
- ▶ KY has 171 school districts
 - ▶ No charter schools
 - ▶ 2/3 have fewer than 3000 students
 - ▶ Largest has 94,000 students (metro Louisville)
 - ▶ Smallest has 109 (independent)



TRAVELING FIRST CLASS

This government-oversight thing is straight bull crap Janet... I can't believe they made us travel on the same private jet



Learning Objectives



Best Practices for Travel and Professional Leave



Assess internal controls for travel and related reimbursements



Learn how to strengthen the adequacy of your travel system

PROFESSIONAL LEAVE BY DEFINITION

Professional leave is leave granted to an employee to participate in educational related and/or professional growth and development activities.



WHY?

- ▶ Protection





QUOTE TO THINK ABOUT

“EDUCATION COSTS MONEY, BUT SO DOES IGNORANCE”

Anonymous



AREAS OF TRAVEL POLICY

- ❖ Introduction
- ❖ Procedures for Requesting Professional Leave
- ❖ Procedures for Reimbursement of Expenses
 - ❖ Transportation
 - ❖ Airline Travel Reimbursement
 - ❖ Car Travel/Mileage Reimbursement
 - ❖ Lodging
 - ❖ Meals
 - ❖ Other Expenses
- ❖ Airlines Addendum



Fayette County Public Schools
**REQUEST FOR PROFESSIONAL LEAVE
 AND SUB REQUEST FORM**

DATE OF REQUEST

NAME (LAST, FIRST, INITIAL)		SCHOOL/DEPARTMENT	EMPLOYEE NUMBER
CLASSIFICATION		SUBJECT / GRADE TAUGHT (IF APPLICABLE)	
<input type="radio"/> Certified <input type="radio"/> Classified			

TITLE OF PROFESSIONAL LEAVE ACTIVITY:

LOCATION (CITY, STATE)	NUMBER OF WORKDAYS	WILL YOU BE STAYING OVERNIGHT? <input type="checkbox"/> Yes <input type="checkbox"/> No	NUMBER OF DAYS (INCLUDING TRAVEL TIME)	DEPARTURE / RETURN DATES
------------------------	--------------------	--	--	--------------------------

SUB REQUIRED: (ENTER DATES)	SUB PREFERENCE	ORG / OBJ / PROJ (TO BE COMPLETED BY BUDGET MGR)
<input type="checkbox"/> Full day <input type="checkbox"/> AM <input type="checkbox"/> Half day <input type="checkbox"/> PM	SUB FUNDING SOURCE	SUB-FUNDS BUDGET MGR. SIGNATURE

EXPENSE ESTIMATE Transportation costs are limited to reimbursement for economy air to destination and return. If automobile is utilized, reimbursement is limited to least cost to the district, i.e. economy, round trip air fare or mileage.

LODGING	MEALS	TRANSPORTATION	REGISTRATION	MISCELLANEOUS (PARKING, TOLLS, ETC.)
---------	-------	----------------	--------------	--------------------------------------

CAR RENTAL (Authorization Required)	CAR RENTAL AUTHORIZATION (SUPERINTENDENT OR DESIGNEE)	
	Signature	Date

TOTAL ESTIMATED EXPENSES	FUNDING SOURCE:	<input type="checkbox"/> School funds <input type="checkbox"/> District PD funds <input type="checkbox"/> Grant (Specify) <input type="checkbox"/> Classified PD funds <input type="checkbox"/> School PD funds <input type="checkbox"/> Other (Specify)
\$ -	ORG / OBJ / PROJ	

REMARKS (USE FOR SPECIAL REQUIREMENTS, E.G. VACATION IN CONJUNCTION W/TRAVEL, TRAVEL ARRANGEMENTS, ETC...)

APPROVALS

Employee Policy Agreement: I have read and agree to the terms and conditions of the FCPS Professional Development Leave Policy.
 Employee Signature: _____ Date: _____

PRINCIPAL/DIRECTOR	BUDGET MANAGER	PROFESSIONAL DEVELOPMENT REP. (MUST BE SIGNED IF PD FUNDS ARE USED)
Signature	Signature	Signature
Date	Date	Date

Approved by SBDM council on	Included in SBDM Council minutes as item number
-----------------------------	---

FOR PD OFFICE USE ONLY:
 REQUEST HAS BEEN APPROVED ON THE _____ BOARD OF EDUCATION AGENDA
 DISTRIBUTION: Forward to Office of Professional Growth & Development

ALL INCLUSIVE PD

If Professional Development was all inclusive and the itemized hotel/flight receipts are not attainable, then the following additional supporting documentation is required:

- Copy of PD Agenda
 - (Must show dates and times of PD)
- Copy of PD Leave Request



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MULTIPLE EMPLOYEES



AIRLINE TRAVEL

- Itemized flight itinerary receipt
 - Must show times and paid -0- balance
- Air fare
 - **Reasonable rate not First Class**
 - **By seat and location factors**
 - **By time factors**
- Flight insurance
 - Flight protection in case of cancellation or delays will be covered.
 - COVID (Pandemic) Rider
 - Life insurance for individual will not be covered only if separate.
- One seat per traveler
- One checked bag per person
- Airline change fees
 - If traveler requests any changes after ticket has been issued, all fees will not be covered.
 - If traveler obtains nonrefundable ticket via a PO and doesn't use it, then individual will be liable for cost of airline ticket.



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LUGGAGE VS. BAGGAGE



But, I have only one item of hand-luggage...
You can't charge me extra...

BAGGAGE

The district will allow only (1) checked bag per person

- All additional bags checked by travelers above the one approved checked bag will be the traveler's responsibility to pay for – not the district.
- Additional fees for baggage beyond standard weight limits will not be covered.
- Must attach baggage receipts showing paid in full.



CAR TRAVEL/MILEAGE REIMBURSEMENT

The mileage cost for a privately-owned vehicle will be reimbursed at the rate to be adjusted based on the American Automobile Association (AAA) Daily Fuel Gauge Report for Kentucky for regular grade gasoline cost reported on June 1 and adjusted thereafter on January 1, April 1, July 1, and October 1 each calendar year based on the average retail price of regular grade gasoline for the week beginning on the second Sunday of the prior month.



TRAVEL/MILEAGE REIMBURSEMENT

- Mileage for travel shall be based only on the mileage calculations provided by **MapQuest**.
- Based solely on location address to location address—not city center to city center
- <http://www.mapquest.com>
- Mileage reference guide–If local travel

The screenshot displays the MapQuest website interface. At the top, the MapQuest logo is prominent, accompanied by navigation icons for Maps, Directions, Yellow Pages, Local, and Gas Prices. Below the navigation bar, there are utility buttons for Print, Save, and Send To, along with a link to the current page. The main content area shows search results for "Denver, CO", including options to search nearby, zoom to street, and send to OnStar. A list of online offers is provided, such as Denver Hotels, Denver Restaurants, Schools in Colorado, Flights to Denver, Denver Insurance, and Real Estate in Denver. A search bar is visible, along with a section for finding a business and adding a location. The bottom section features sponsored links for various services like Design Inn Website, Denver Airport Hotel, and Lori Valpando. The bottom-most part of the screenshot shows a map of Denver, CO, with a search box and a list of popular categories for nearby searches.

MILEAGE BETWEEN HOME AND WORK

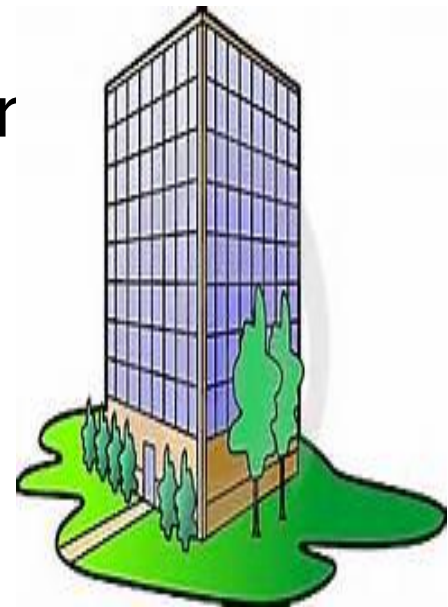
Mileage commuting between home and work station shall not be paid on a daily basis.

If an employee's point of origin for travel is the employee's residence, mileage shall be paid for the shorter of mileage between:

- a) residence and travel destination, or
- b) work station and travel destination



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TRANSPORTATION (OVER & UNDER 4 HOURS)



TRANSPORTATION (OVER & UNDER 4 HOURS)

- ❖ If a trip is within 4 hours travel time, then employee shall drive and be reimbursed for mileage.
- ❖ ***Any trip over 4 hours, then have the option of flying.***
- ❖ However, if an employee chooses to drive and the travel time is over 4 hours, they shall only be reimbursed for the lower of mileage cost or the equivalent the airfare would have cost for the corresponding trip. (*** Documentation of the flight cost at that time of travel is required to be attached to reimbursement*)



VALET PARKING

Valet parking will only be allowed if the hotel does not allow self parking and there is no other option available.

- ▶ Must attach receipt showing paid in full.



RENTAL CARS



AVIS

Hertz

AllRite
Rent a Car

Budget

National

Discovery

Enterprise
RENT A CAR

ADVANTAGE
RENT A CAR

LODGING & CHECKOUT TIMES

Lodging shall be the most economical, as determined by considering location of the lodging. Facilities providing special government rates or commercial rates shall be used if feasible.

- ▶ OVERNIGHT STAY
- ▶ PRIOR APPROVAL
- ▶ 4:00 pm (E.S.T)



NON-REIMBURSABLE EXPENSES

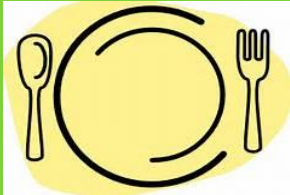
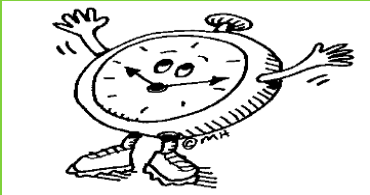


MEALS

- ▶ Meal reimbursement requires overnight stay (Must submit either itemized hotel receipt or flight itinerary showing -0- balance)
- ▶ No meal receipts are needed unless field trip (Based on per diem)
- ▶ Not eligible for per diem if meals are included in conference OR (consider inflation and pay regardless)
- ▶ Must be hot meals (Continental breakfast or appetizers are exempt)



OPTION 1: MEAL REIMBURSEMENT AMOUNTS

MEAL 	TIMES 	LOW RATE: (Inside KY & bordering states- IF DRIVING)	HIGH RATE: (Outside KY & inside bordering states-IF FLYING)
Meal	Meal-Time Hours	Not to Exceed	Not to Exceed
Breakfast	6:30 am-9:00 am	\$7.00	\$8.00
Lunch	11:00 am-2:00 pm	\$8.00	\$9.00
Dinner	5:00 pm-9:00 pm	\$15.00	\$19.00

TRAVEL EXPENSE HIGH RATE AREAS





OPTION 2: MEAL REIMBURSEMENTS

Meal reimbursements

Receipts not required

Board approval dates will determine meal per diems

Board agenda form useful to determine whether or not meals were

requested/approved

For Chiefs: meeting meal rate limits have changed


\$8 breakfast, \$9 lunch, \$19 dinner

Breakfast, lunch and/or dinner: A traveler shall be eligible for reimbursement for meal expenses only if overnight stay is required while traveling on district business. If authorized work requires an overnight stay and traveler is in travel status during the days established on the board agenda, a traveler shall be eligible for reimbursement according to the per diem rate of \$36 per day.

Meals	\$36 per day
<i>*In accordance with board approval dates*</i>	



Sample

		Fayette County Public Schools						NOTE: This form and all receipts must be originals.		
		REQUEST FOR PROFESSIONAL LEAVE REIMBURSEMENT						DATE OF REQUEST 5/8/2022		
NAME (Last, First, Middle Initial) Last, First, MI			SCHOOL/DEPARTMENT Sample Elementary School			DATE APPROVED ON BD. AGENDA <i>(Required for overnight stay)</i> 1/1/2022				
HOME ADDRESS (Street, City, State, Zip Code) 123 Main St, Lexington, KY, 40502			TITLE OF PROFESSIONAL LEAVE ACTIVITY Sample Conference or Training Name			DATES OF CONFERENCE (Required) January 1, 2022 - January 4, 2022				
DATE	TIME	PLACE	LODGING	MISC.	MEALS	TRANSPORTATION		REGISTRATION	MILEAGE	
<i>(Both must be listed for reimbursement to be processed!)</i>		City, State	<i>(Paid Receipt Required)</i>	Baggage, etc. <i>(Receipt Required)</i>	Match to Board Agenda <i>\$.36 per day</i>	Taxis, Flights, Parking <i>(Receipt Required)</i>		<i>(Receipt Required)</i>	Rate: \$0.44	
						Description	Amount		Amount	Miles
01/01/22	11a-9p	Seattle, WA		\$30.00	\$36.00	Airport to hotel	\$14.92	\$299.00	6	\$2.64
01/02/22	8a-9p	Seattle, WA			\$36.00					
01/03/22	8a-9p	Seattle, WA			\$36.00					
01/04/22	8a-12p	Seattle, WA	\$745.32	\$30.00	\$36.00	Hotel to airport	\$12.37		6	\$2.64
TOTALS			\$745.32	\$60.00	\$144.00		\$27.29	\$299.00	12	\$5.28
Purchase Order Number:						Total Reimbursement Requested		\$1,280.89		
REMARKS: <i>Include miscellaneous description, rental car source, and other special notes below</i>										
\$30 each way for baggage on flights; family member drove me to/from LEX Airport 3 miles each way; used Lyft to and from hotel/airport										
My signature as the requestor verifies that I have attended the conference on the dates listed above and am in compliance with the Travel Handbook										
REQUESTOR (Required)			SUPERVISOR (Required)			GRANT MANAGER (Required with PD funds)				
Signature		Date	Signature		Date	Signature		Date		
Note: Receipts for all expenses must be attached along with the airline ticket stub/invoice. AND the purchase order must be attached.										

PROOF OF ATTENDANCE



Develop your own Certificate of Attendance!
Be sure to include all of the pertinent information listed on this sample!!!

CERTIFICATE OF ATTENDANCE

For _____
Participant _____
Activity Title _____
Activity Dates _____
BID Activity Code Number (ask your sponsor for this) _____
Attendance Verified by (signature) _____ Date _____
BID Approval Sponsor Name: UNC-DO IT Center BID Approval Sponsor Code: _____

THE ACCOUNTING DEPARTMENT

I CAN'T PROCESS YOUR TRAVEL EXPENSES BECAUSE YOU SENT ME COPIES OF RECEIPTS. I NEED THE ORIGINALS.



www.dilbert.com scottadams@aol.com

I'M BUSY.

JUST FAX THEM.



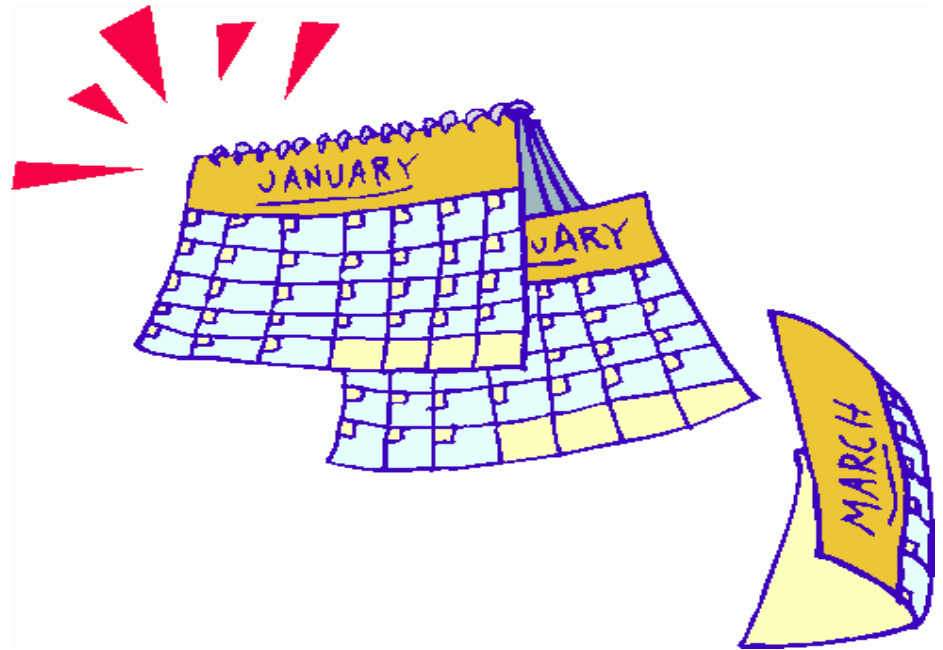
5-18-05 © 2005 Scott Adams, Inc./Dist. by UFS, Inc.



TIMELY SUBMISSION

Professional Development Reimbursement Request Forms are required to be submitted within 30 days of return from professional leave or work-related regular travel.

Mileage Reimbursement Forms should be submitted at a minimum monthly or at a maximum quarterly.



***If a request is received outside the 30-day window, the request will be submitted to the traveler's Cabinet-level director for determination on whether to submit it for payment.**



DIRECTOR DISCLAIMER



EXAMPLE DISCLAIMER

- ▶ *Financial Accounting and Benefit Services reserves the right and may disallow or reduce the amount of a claim that violates the provisions of this procedure or may require written justification for amounts claimed by a traveler that are not deemed reasonable or allowable.*

For the Protection of the District

- ▶ **The all-encompassing clause:**
 - “The Executive Director of Financial Accounting and Benefits Services reserves the right to reduce or deny any reimbursement request deemed incomplete or inappropriate for reimbursement.”
- ▶ **The 3 guiding principles:**
 - Is this reasonable, allocable, and allowable? **NOTE: This principle is especially important for grant expenditures!**

Cost Principles

ALLOWABLE

- Necessary and reasonable
- Conforms to the cost principles and grant's terms and conditions
- Authorized or permitted by law or regulation
- Treated consistently as a direct or indirect cost
- Adequately documented

ALLOCABLE

- Chargeable and assignable to cost categories
- Incurred solely to advance the work under the sponsored agreement
- Necessary to the overall operation of the agreement
- Not charged to other Federal awards

REASONABLE

- Reasonable costs are determined by the prudent person test (i.e., amount charged is not excessive and is within the bounds of common sense)

Costs must be **NECESSARY** for proper and efficient performance and administration of the award (i.e., if it's a reasonable cost, if it's not necessary for the performance of the award, it is not allowable)

TRAVEL (2CFR200.475)

- ▶ Must have a written policy and procedures guide for travel expenditures





BOSS APPROVERS RULE



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Non-Travel Reimbursements

- Emergencies only
- Justification must be provided
- Tax is not reimbursed
- Approving authority must sign
- Send original form, receipt(s), proof of payment, and PO to AP

NON-TRAVEL REIMBURSEMENT

PURPOSE/USE of FORM: To reimburse employee for out-of-pocket expenses that are NOT travel related.

LIMIT of REIMBURSEMENT: \$500.00 (five hundred dollars)

JUSTIFICATION: justification of expenditure must be provided.

DATE: _____

Employee Name: _____ Employee Number: _____

Department/School: _____

Employee Address: _____

DATE	PERSON MAKING PURCHASE	ITEM PURCHASED	COST
JUSTIFICATION:			
JUSTIFICATION:			
JUSTIFICATION:			
JUSTIFICATION:			
JUSTIFICATION:			
			TOTAL

X _____
Person making purchase

X _____
Approving Authority

Non-Travel Reimbursement Sample

NON-TRAVEL REIMBURSEMENT

PURPOSE/USE of FORM: To reimburse employee for out-of-pocket expenses that are NOT travel related.

LIMIT of REIMBURSEMENT: \$500.00 (five hundred dollars)

JUSTIFICATION: justification of expenditure **must** be provided.

DATE: 6/24/22

Employee Name: Valerie Wilcox Employee Number: [Required]

Department/School: [Required]

Employee Address: [Required]

DATE	PERSON MAKING PURCHASE	ITEM PURCHASED	COST
6/23/22	Valerie Wilcox	HDMI Cable	\$12.99
JUSTIFICATION: Cable broke while on professional leave at a conference- needed it to present			
TOTAL			\$12.99

X [Wet signature required]

Person making purchase

X [Wet signature required]

Approving Authority

Proof of Payment: The Why

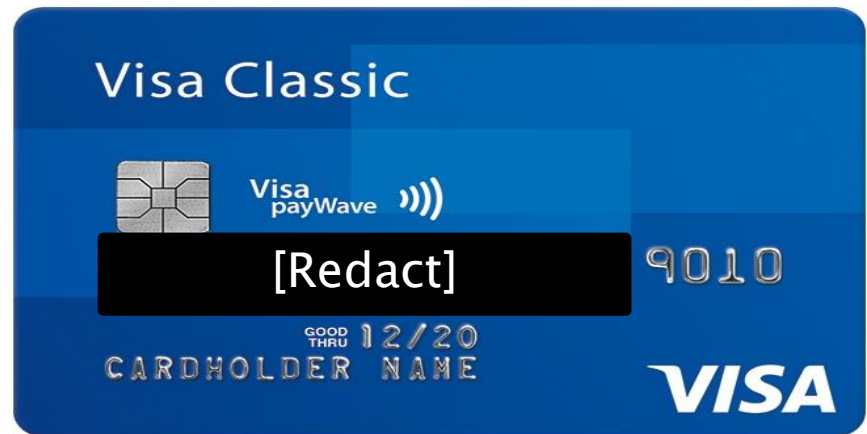
► But WHY?

To prove the employee who is requesting reimbursement is the same person who personally incurred the charge AND ALSO that THE DISTRICT has not paid the expense in any other way, such as with a procurement card or purchase order



Proof of Payment: Copy of Card

- ▶ **Only acceptable if** last 4 digits of card number are pre-printed on receipt
- ▶ **IF NOT:** Black out first 12 digits



Statement Sample

- ▶ Must be copy of official statement to include employee's name pre-printed on the statement
- ▶ Screenshots from mobile banking and pending charges do not contain sufficient information to prove payment

CHASE SAPPHERE Manage your account online at [www.chase.com/ultra](#) Customer Service: 1-800-486-1319 Mobile: Download the Chase Mobile App today

May 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

ULTIMATE REWARDS® SUMMARY

Previous points balance
 +1 Point per \$1 earned on all purchases
 +1 Point per \$1 earned on dining
 = 2x Points earned on travel
Total points available for redemption

Learn more about your rewards and start redeeming today. Visit Chase Ultimate Rewards® at [www.UltimateRewards.com](#)

With Sapphire Preferred, you'll earn 2x points on travel worldwide and a total of 5x points when you purchase travel on Ultimate Rewards®. Earn 3x points on dining at restaurants, including eligible delivery services and takeout - around the corner or around the world. Plus, earn 3x points on select streaming services and online grocery purchases (excluding Target®, Walmart® and wholesale clubs).

ACCOUNT SUMMARY

Account Number: 8984
 Previous Balance
 Payment, Credits
 Purchases
 Cash Advances
 Balance Transfers
 Fees Charged
 Interest Charged
 New Balance
 Opening/Closing Date: 03/21/22 - 04/20/22
 Credit Access Line
 Available Credit
 Cash Access Line
 Available for Cash
 Past Due Amount
 Balance over the Credit Access Line

YOUR ACCOUNT MESSAGES

We hope you enjoy all the benefits your card has to offer and we appreciate your business.

Auto Rental Collision Damage Waiver Update
 The timeframe for reporting theft or damage is now extended from 60 days to 100 days and the time to file a claim is extended from 100 days to 120 days. Please see your updated guide to benefits at [www.chase.com/mycardbenefits](#).

CHASE SAPPHERE P.O. BOX 15123 WILMINGTON, DE 19850-5123 For Undeliverable Mail Only

Make your payment at [chase.com/paycard](#)

Payment Due Date: 05/17/22
 New Balance:
 Minimum Payment Due:
 Account number: 8984

\$ Amount Enclosed
 (When Mail to Chase Card Services at the address below)

Note: Address redacted for training only. Address required for reimbursement

CARDMEMBER SERVICE
 PO BOX 1423
 CHARLOTTE NC 28201-1423

CHASE SAPPHERE Manage your account online at [www.chase.com/ultra](#) Customer Service: 1-800-486-1319 Mobile: Download the Chase Mobile App today

ACCOUNT ACTIVITY

Date of Transaction Merchant Name or Transaction Description \$ Amount

PAYMENTS AND OTHER CREDITS

04/16 Payment Thank You-Mobile

PURCHASE

03/23 AIRBNB_HMS2PZQHKJ_AIRBNB.COM CA 243.57
 04/03

2022 Totals Year-to-Date
 Total fees charged in 2022
 Total interest charged in 2022
 Year-to-date totals do not reflect any fee or interest refunds you may have received.

INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charged
PURCHASES			
Purchases			
CASH ADVANCES			
Cash Advances			
BALANCE TRANSFERS			
Balance Transfer			

31 Days In Billing Period

(v) = Variable Rate
 (d) = Daily Balance Method (including new transactions)
 (a) = Average Daily Balance Method (including new transactions)
 Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

Page 1 of 2

Page 2 of 2 Statement Date: 04/20/22

Statement Snip Sample

- Close-up snip for training purposes:

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
PAYMENTS AND OTHER CREDITS		
04/15	Payment Thank You-Mobile	[REDACTED]
PURCHASE		
03/23	AIRBNB HMBZPZQHXJ AIRBNB.COM CA	243.57
04/03	[REDACTED]	[REDACTED]

APPROVAL & CERTIFICATION

- ▶ **Certification of accuracy of expense reports:** By signing the travel reimbursement request, the traveler is certifying the accuracy of all of the information and the legitimacy of the travel. The signature of the traveler's supervisor certifies that he or she agrees that the travel was necessary, and the requested reimbursements are proper. All signatures must be original. **No stamped signatures will be accepted.** The reimbursement must be approved by the traveler's supervisor.
- ▶ Administrators may not approve their own travel reimbursements; **their immediate supervisor** must sign their travel voucher before they route it to the Department of Financial Accounting & Benefit Services for final review and approval.



Most Common Reasons for Delays

- ▶ Utilizing the wrong form rate
- ▶ Missing board approval date
- ▶ Incomplete addresses or dates
- ▶ Missing signatures
- ▶ Missing documentation

**MOST
WANTED**



IMPLEMENTATION PLAN

✓ Several Trainings

- ✓ Central Office Roundtable
- ✓ Bookkeeper Roundtable
- ✓ District Leadership Meeting
- ✓ Principal's Newsletter
- ✓ Grant Budget Managers



✓ Website access

- ✓ Policy Handbook:
- ✓ Forms:

✓ Required Online Training Certification

Travel Training Video Example

- ▶ <https://watch.screencastify.com/v/FhE6DEFxGRqFKGo5KXOD>

Travel Training Video Example

The screenshot shows a web browser window displaying the Fayette County Public Schools website. The browser's address bar shows the URL `fcps.net/site/default.aspx?DomainID=12449`. The website header includes the Fayette County Public Schools logo and the text "Fayette County Public Schools, Lexington, Kentucky". Navigation links for "Schools" and "Translate" are visible. A large blue banner reads "Landing Page for Employees" with a "Menu" button. Below this, a blue box contains the text "Sign in now for full access: [FCPS Staff Login](#)". The "News & Reminders" section features a "Help Desk" icon and a text block about the "Innovations for Learning (IFL) Conference". A Windows taskbar is visible at the bottom, showing the time as 4:13 PM on 5/20/2022.

Staff Portal / Landing Page for Employees | 450 Park Pl, Lexington, KY 40511

fcps.net/site/default.aspx?DomainID=12449

Fayette County Public Schools
Lexington, Kentucky

Schools Translate

Landing Page for Employees

Menu

Sign in now for full access: [FCPS Staff Login](#)

News & Reminders

Help Desk
Call 381-HELP (4357) or tap to submit a ticket

IFL: The Office of Instructional Technology urges you to sign up quickly for this summer's Innovations for Learning (IFL) Conference because space is limited. [IFL](#) is a free, one-day event open to educators, technology specialists (DLC, TIS), administrators, and anyone else interested in using technology to improve student learning. The conference, hosted by Frederick Douglass High School, will run from 7:30 a.m. to 4 p.m. on June 1. You'll be earning 1.5 CEU credit, pending supervisor approval.

4:13 PM
5/20/2022

NOTICE: Before submitting to AP for payment, ensure each item is included where applicable. Failure to submit the required documentation will cause the reimbursement to be returned unpaid.

For ALL requests:

- Purchase order
- All required signatures

For Mileage POs:

- [Mileage form](#) (each month must be on a separate form)
- MapQuest shortest distance printout(s) for all non-FCPS locations

For Professional Leave Reimbursements:

- Correct quarter's [Request for Professional Leave Reimbursement Form](#)
- Board approval date
- Hotel receipt with \$0 balance (must be provided for **all** overnight stays)
- Proof of attendance
- Applicable receipts (flight, hotel, transport, registration, baggage, etc.)
- MapQuest
- Proof of payment

If card is used: send copy of card used IF the card info is pre-printed on receipt. Redact first 12 digits of card. Otherwise, the redacted **official** bank statement must be provided.
If check is used: send copy of cleared check. If cash is used: receipt is required.

For Non-Travel Reimbursements:

- [Non-Travel Reimbursement Form](#) (justification **must** be provided)
- Receipt(s)
- Proof of payment

If card is used: send copy of card used IF the card info is pre-printed on receipt. Redact first 12 digits of card. Otherwise, the redacted **official** bank statement must be provided.
If check is used: send copy of cleared check. If cash is used: receipt is required.

Click [here](#) for Travel Handbook
Click [here](#) for instructional video

I have read the Travel Handbook and watched the instructional video.

Employee initials: _____

If all required information is provided, reimbursement will be paid according to the [AP Vendor Payment Schedule](#)

Financial Accounting and Benefits Services reserves the right to and may disallow or reduce the amount of a claim that violates the provisions of this procedure, or may require written justification for amounts claimed by a traveler that are not deemed reasonable or allowable.

PROFESSIONAL LEAVE & TRAVEL HANDBOOK



100 TOP



TOP “10” TRAVEL RELATED RULES

1. **Prior Board Approval Rule:** All professional development leave that requires overnight stay must be prior approved by the school board, regardless of the rationale for the leave.
2. **Baggage Rule:** The district will allow only one checked bag per person
3. **Reimbursement Rule:** must be submitted minimum monthly or maximum quarterly.
4. **Rental Cars** must be prior approved and if conference at same location of hotel it is not allowed. (NOTE: only one tank of gas approved)
5. **Valet Parking** will only be allowed if no other option.

TOP “10” CONTINUED

- 6. Prudent Person Rule:** All Expenses related to PD travel must be considered reasonable, allocable, and allowable related to being an economical cost to the district. (Lodging and Flights as an example)
- 7. Certification Rule** By signing the travel reimbursement request, the traveler is certifying the accuracy of all of the information and the legitimacy of the travel.
- 8. 4 hour rule:** If a PD trip is less than 4 hours, the employee must drive. Any PD trip that is 4 hours or more. The employee may have an option to fly or drive with reimbursement limits if driving.
- 9. Mapquest Rule:** All mileage payments shall be based solely on address– to– address distances using MapQuest
- 10. Meals Options Low v/s High Rate Rule or Inflation Rule :** FCPS recognizes every location outside of Kentucky and Kentucky’s surrounding seven border states of West Virginia, Virginia, Tennessee, Missouri, Illinois, Indiana and Ohio as a **high rate area**. **IF the traveler flies to a Kentucky border state, the high rate will be effective.** Every location within Kentucky or the seven border states is considered **low rate IF the employee is driving.** **Inflation rule is regardless of location and if meals served employees gets full amount per diem, per day for board approved dates**

The image features a classic Looney Tunes ending screen. It consists of a series of concentric circles in shades of red and black, creating a hypnotic, tunnel-like effect. In the center, the phrase "That's all Folks!" is written in a white, elegant cursive font. The text is slightly tilted and positioned over a dark blue circular area that serves as the focal point of the design.

That's all Folks!



ANY QUESTIONS?

EMAIL: RODNEY.JACKSON@FAYETTE.KYSCHOOLS.US

