

PROFESSIONAL LEAVE & TRAVEL PROCEDURE HANDBOOK

Effective July 1, 2024

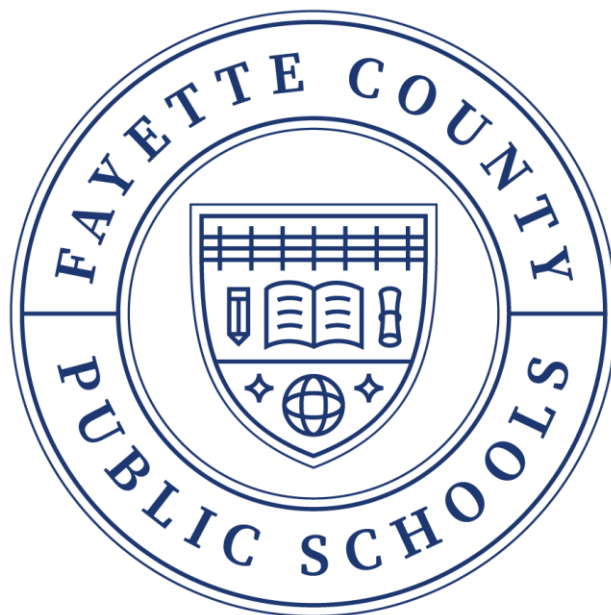


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I. Introduction

This handbook is for guidance and accountability in fiscal matters related to travel and professional development as described under 200 KAR2:006 reimbursements for travel procedures for the Commonwealth of Kentucky Finance and Administration Cabinet. Fayette County Public Schools (FCPS) mirrors state travel procedures where applicable to comply with this procedure and the auditor of public accounts' best practice recommendations for public and nonprofit boards. To assure compliance with both regulatory agencies, we have revised our procedures on professional travel and reimbursement effective July 15, 2015 and going forward. These procedures apply to all FCPS travelers as district employees, all individuals traveling on the district's behalf, and all funds administered by the district. **Amendments to this document may be made to accommodate changes in business practices throughout the fiscal year.**

Following are highlights of some of the most recent changes and important areas of the FCPS Professional Leave and Travel Procedure Handbook. All travel within this guidance related to grants must comply with OMB 2CFR200.475. Complete details are incorporated into this revision of the FCPS Professional Leave and Travel Handbook under the new policies:

- a) **All anticipated expenses** including but not limited to lodging, meals, registration, and transportation-related cost must be included on the Professional Leave /Substitute Request form for the board agenda including all costs, regardless of the funding source. **(See EMPLOYEE REIMBURSEMENT CHECKLIST PAGE 17)**
- b) Administrators may not approve their own travel reimbursements; the immediate supervisor must sign the travel leave form before routing it to the Department of Financial Accounting and Benefit Services for final review and approval.
- c) A name badge or certificate of attendance must be submitted with reimbursement requests.
- d) If a trip is within four hours travel time, the traveler shall drive and be reimbursed for mileage. Any trip over four hours may have the option of flying.
- e) Any fees charged for baggage beyond the standard weight limits allowed by the flight courier will not be reimbursed by the district.
- f) Mileage Reimbursement Forms should be submitted at a minimum monthly and at a maximum quarterly. If forms are submitted with more than three months of information, they may be denied for reimbursement.
- g) Rental cars must be **PRIOR** approved by the Board of Education. If the conference and hotel are in the same location, the rental car will be denied.
- h) **All mileage payments shall be based solely on address-to-address distances using MapQuest's shortest distance calculations.** When traveling between non-FCPS locations, a MapQuest printout must be attached to substantiate the miles submitted, or the mileage forms will be returned for the MapQuest paperwork.
- i) **Proof of payment is required if a personal credit card is used or if original receipt does not include sufficient information to prove payment was made by the traveler. NOTE: Screenshots are NOT acceptable as proof if it does not include your name and credit card reference.**
- j) Reimbursement for lodging will not be approved unless the location is more than 60 miles one-way from Fayette County. **NOTE: mileage will be allowable as described under Section B of this handbook.**
- k) **Meals:** a traveler shall be eligible for reimbursement for per diem meal expenses only if overnight stay is required and approved by the Board of Education, **RECEIPTS FOR MEALS ARE NOT REQUIRED.** **NOTE: A copy of the itemized paid hotel bill/flight itinerary must be submitted for meal reimbursement unless there**
- l) **The cost of airfare may include the most economical and reasonable reimbursable flight ticket based on the criteria in Section IV Airline Addendum.**
- m) Ride booking services (such as Uber, Lyft, taxis, etc.) will be reimbursed on the following conditions: the traveler is traveling between home and airport or airport and hotel, or if the traveler is unable to stay at the hotel where the conference is located and the distance from the alternative lodging to the conference is not walkable. Reimbursements for non-work-related purposes will not be reimbursed (e.g., to meals, shopping, entertainment, etc.). **Toll fees are allowed and reimbursable up to \$3.00 per toll up to \$10.00. (See Other Expenses on page 14)**
- n) **A traveler shall be eligible for reimbursement according to the per diem rate of \$50per day within Kentucky and \$65 per day outside of Kentucky as long as the Professional Development is more than 60 miles from Fayette County and overnight board approval.**

- o) To assure travel costs are reasonable, all flights must be booked and secured within 5 days of board approval date to mitigate the risk of unnecessarily paying more for last-minute booking of flights.
- p) **Travel vouchers issued from a flight paid by the district must be used for district purposes. In the event a travel voucher is issued for a district paid flight, an Airline Voucher form must be filled out and submitted to the Accounts Payable department for record keeping and tracking purposes. A copy of the form can be found at the end of the travel policy handbook or on the Financial Accounting and Benefits Services forms page under travel. If a personal travel voucher is used for PD, documentation must be submitted with the professional development reimbursement if requesting reimbursement of the flight.**

II. Procedures for Requesting Professional Leave

- A. *Professional leave* is leave granted to any certified or classified employee of Fayette County Public Schools to participate in educational related and/or professional growth and development activities. All professional leave must have prior approval from the Board of Education except for the following exclusions:
 - a. State- or district-mandated training programs for employees (e.g. blood-borne pathogens, CPR, Kentucky Internship Program, initial certified evaluation training, and instructional leadership training provided by the district)
 - b. District- or school-planned/sponsored meetings, retreats or workshops that take place within Fayette County
 - c. With prior director/principal approval, any non-district or school-planned/sponsored meetings, retreats, workshops and/or other professional development activities that may occur outside of Fayette County
 - d. Any operational /business planned meetings and/or professional leave that do not require overnight stay

NOTE 1: All professional leave that requires an overnight stay must be prior approved by the Board of Education, regardless of the rationale for the leave.

NOTE 2: All PD requirements for the Professional Development Office must be followed at all times.

NOTE 3: Anyone incurring expenses without prior authorization may be denied reimbursement and held personally liable for all expenses.

NOTE 4: Field trips are not considered Professional Leave, and as such, per diems and reimbursement of expenses as applied to these procedures are not permitted (please see attached memo regarding field trip reimbursement requests).

NOTE 5: If professional development was all-inclusive and the itemized hotel/flight receipts are not attainable, then the following supporting documentation will be required:

- Copy of PD Agenda
- Copy of PD Leave Request

- B. *Approval criteria*: The professional leave activity must either be a part of the professional growth plan of the employee or must be related to the goals of the district, school, or to the district's or school's Comprehensive Improvement Plan.

Prior to taking professional leave and/or requesting a substitute, a *Professional Leave/Substitute Request Form* shall be completed by the traveler. This form is then to be submitted to the traveler's immediate supervisor for approval. **All anticipated expenses including but not limited to lodging, meals, registration and transportation-related costs must be included on the Professional Leave /Substitute Request form for the board agenda, regardless of the funding source.** The completed form can then be submitted to the appropriate principal or director and to the applicable budget manager for approval. If approved, it will be sent to the Office of Professional Development, either by fax or courier, for inclusion on the next board agenda. If not approved, it will be returned to the traveler. If school professional development funds are being requested, the school's PD

representative must sign the form. Additionally, all overnight travelers must complete a pre- and post-PD form that is to be maintained by the traveler's supervisor to document the purpose and reflections of the professional development. **Please note that these documents are subject to planned and unplanned reviews by district staff and auditors.**

The combined Professional Leave/Substitute Request and all related forms are available on the FCPS website under the staff portal) and may be downloaded and either typed or completed by hand. These requests must be received by the Office of Professional Development by the published board agenda due dates. Requests missing the agenda due dates may be considered by the appropriate school/department director if warranted.

If Title 1 funds are used, a **PD Post Form** should be submitted to the traveler's supervisor for placement in the employee's professional growth folder and a copy shall be submitted to the Title I Office.

Important notes:

1. **Multiple travelers** within the same department/school must submit the Professional Leave /Substitute Request form at the same time to assure transparency for board approval when applicable.
2. **Subs:** If a traveler is designated to replace another traveler who has already been approved on the board agenda, the replacement traveler must submit all of the required paperwork to the school board following the steps in this section. This will inform the board of the changes in staff.
3. It is the **traveler's responsibility** to secure an approvable replacement if the district has paid in advance any fees related to the professional development or secure a refund for such fees if there will be no replacement. The traveler is ultimately responsible for all fees paid in advance for professional development they did not attend, and the employee must reimburse the district immediately if a replacement or refund does not occur.

Step 1:

Complete the Professional Leave/Substitute Request Form.

All applicable fields are required. All anticipated expenses, including the cost of a substitute, shall be estimated on this form.

Step 2:

Submit the completed Professional Leave/Substitute Request Form to the immediate supervisor for approval (if applicable).

Step 3:

Enter the leave request on AESOP (if applicable).

Step 4:

Submit the approved form to the principal/director for approval.

Step 5:

If applicable, submit the approved form to the school's PD representative, who must approve if school professional grant funds are being requested.

Step 6:

Submit the approved form to the budget manager (if different from principal/director) for funding approval. Please note that 3 signatures are needed if expenses being claimed are being paid by Professional Development funds.

Step 7:

If funding is approved, the budget manager will submit the form to the Office of Professional Development via personal delivery or courier for inclusion on the next school board meeting agenda. If leave/funding is not approved, the forms shall be returned to the traveler.

Step 8:

A PD Post form should be completed and submitted to the traveler's director/principal immediately following the professional leave.

NOTE: If Title I funds are used to pay for any portion of the professional leave, completion of a PD Post form is required.

- C. *Professional leave limitations*: An employee may be approved for no more than ten (10) workdays of professional leave during a school calendar year for overnight stays. 1. **The Superintendent may approve any employees exceeding this total if the additional leave request is in the best interest of the school district.** 2. **State- or district-mandated training programs (such as CPR) do not count toward the 10 days allowed per school calendar year.** Occurrences of multiple travelers attending the same activity (workshop or seminar) are discouraged unless it is necessary for efficiency and effectiveness to maximize training opportunities.

Substitutes will be provided on a limited basis to travelers requesting field trips and/or professional leave activities that occur on Mondays, Fridays, days before and after scheduled breaks in the school calendar, and the first school day or last school day of the year.

If a traveler is unable to attend a professional leave activity/event for which the district/school has already paid, the traveler is responsible for reimbursing the district/school for the cost unless traveler is able to find a suitable replacement to attend in their place.

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 and/or in an audit-compliant format. The reimbursement must be approved by the traveler's supervisor.

Administrators may not approve their own travel reimbursements: the immediate supervisor must sign the travel voucher before routing it to the Department of Financial Accounting and Benefit Services for final review and approval.

- D. *Non-district leave*: Requests from the Kentucky Department of Education for a representative of a school will be honored when judged appropriate. The official request must be sent to the Superintendent, who will review the request with the traveler's supervisor before issuing written approval. A copy of the written approval must be submitted with the request for professional leave.

Travelers who are serving as elected or appointed officers or members of a board of directors of a state, regional or national organization may be granted professional leave to serve in that capacity but **must have prior approval from the Superintendent**. Expenses associated with such professional leave, including the cost of the substitute, **will not** be reimbursed by district/school funds unless required by state law and/or the traveler is attending professional development as part of their individual growth plan.

State- or district-mandated training programs for employees (e.g. blood-borne pathogens, CPR, Kentucky Teacher Internship Program, initial certified evaluation training, and instructional leadership training provided by the district) do not require professional leave and do not count toward the 10 days allowed during a school calendar year.

III. Procedures for Reimbursement of Travel Expenses

- A. Reimbursement for meals requires overnight stay and the reimbursement request will be cross-referenced between the dates listed on the board agenda that were approved and the dates on the reimbursement. **AND**
- B. The traveler must submit a certificate of attendance; **OR**
- C. Name badge as proof of attendance. **OR**
- D. Trip certification or Proof of Attendance affidavit form if item “B” or “C” is not available.
- E. Proof of payment is required when traveler is paying with personal check (copy of cancelled check). If paying with a personal debit or credit card, the traveler must submit a copy of the card used to pay for the purchase (the first 12 digits of the card number are to be blacked out) if the original receipt includes the last 4 digits of the credit card number, **OR** the traveler agrees to submit a copy of the redacted bank or credit card statement showing the charge. This demonstrates that the person seeking reimbursement is the same person who incurred the charge and keeps the district in compliance for auditing purposes. **NOTE: Screenshots are NOT acceptable as proof if it does not include your name and credit card reference.**

Important note: traveler is not eligible for reimbursement of an expense if P-card was charged for that same expense. The P-card Policy must be followed at all times and can be found here:

https://www.fcps.net/cms/lib/KY01807169/Centricity/Domain/3962/Financial%20Services/procure_guidelines.pdf

Note: if professional development was all-inclusive and the itemized hotel/flight receipts are not attainable, then the following supporting documentation will be required:

- Copy of PD Agenda
- Copy of PD Leave Request

General information

- A. **Reimbursable expenses:** All travel must meet all three criteria of being reasonable, allocable and allowable. For professional leave, only travel-related expenses for transportation (including baggage fees), lodging, and/or registration are eligible for reimbursement. Original receipts are required for reimbursement of all expenses, regardless of the amount, with the exception of meals, which are paid according to established per diem rates (see “meals” in this section) and reasonable expenses for in-state toll charges and baggage handling. Travelers may be reimbursed for eligible expenses only if the professional leave was approved by the school board (see Section II) and the total reimbursement does not exceed 10 percent of the estimated expense amount on the original, board-approved Professional Leave Request Form, with the exception of flight costs. Travel expense accounts are open to the public and must be able to sustain the test of public review. Additionally, reimbursements may only be requested after the traveler has returned from professional leave.

NOTE: Proof of payment will be required if a personal credit card is used or if original receipt does not include sufficient information to prove payment was made by the traveler.

NOTE 2: Any reimbursement requests in excess of 3 months shall also be accompanied by a letter written from the approver (i.e., the Chief, Director, Principal, etc.) explaining why FCPS is reimbursing these specific requests outside of the allowable time period.

For mileage expenses not related to professional leave, refer to “Car/Travel Mileage Reimbursement” in this handbook.

- B. *Non-reimbursable expenses:* Personal expenses such as alcoholic beverages, toiletries, clothing and entertainment are not eligible for reimbursement. The costs of meals are not eligible for reimbursement unless an overnight stay is required while traveling. Valet parking or resort fees are not eligible for reimbursement unless no other option is available.
- C. *Good steward practice:* Travelers shall use the most economical, standard transportation available when traveling and the most direct and usually traveled routes. If a trip is within four hours travel time, the traveler shall drive and be reimbursed for mileage. For any trip over four hours, the traveler may have the option of flying or driving. However, if a traveler chooses to drive and the travel time is over four hours, reimbursement will only be approved for either the mileage cost or the equivalent of the airfare for the corresponding trip, whichever is less.
- D. *Timely submission of reimbursement requests:* Travelers shall submit requests for reimbursement within 30 days of return from professional leave or work-related regular travel. If a request is received outside the 30-day window, the request may be submitted to the traveler’s Cabinet-level director for determination on whether to submit it for payment. Any request over 60 days will be submitted to the traveler’s Cabinet-level director for determination on whether to submit it for payment. **The Executive Director of Financial Accounting and Benefit Services reserves the right to deny any reimbursement request deemed incomplete or inappropriate for reimbursement.**
- E. *Personal travel added to business travel:* Expenses associated with excursions or “side trips” taken while on professional leave shall be paid by the traveler. **Prior to taking the professional leave**, the traveler must document the costs related to excursions or side trips by comparing the cost of travel with and without the excursion or side trip. This documentation must be attached to the Travel Reimbursement Request. If the traveler did not obtain written documentation of the cost, the traveler may be ineligible for reimbursement or required to pay the district the cost of the trip. MapQuest shall be used to obtain mileage distances to/from each location, city to city only.

Examples

- a. A traveler attended a PD conference in Atlanta that officially started on Tuesday and ended on Friday. The traveler added a side trip by choosing to stay through Sunday. The cost of the flight for the official conference timeframe of Tuesday through Friday was documented at \$325 round-trip. The traveler booked the flight for arrival on Tuesday and return on Sunday to include the side trip and the cost was \$400. Thus, the flight cost \$75 (\$400 less \$325) more than what was allowable. The traveler **MUST document this prior to the trip with written proof** and would be required to pay the additional \$75 prior to the date of travel.
- b. A traveler attended a PD conference in Atlanta that officially started on Tuesday and ended on Friday. The traveler added a side trip by choosing to stay through Sunday. The cost of the flight for the official conference timeframe of Tuesday through Friday was documented at \$325 round-trip. The traveler booked the flight for arrival on Tuesday and return on Sunday to include the side trip and the cost was documented at \$300. The actual flight cost was \$25 less than the allowable cost of the official cost even though the side trip lasted through Sunday. The traveler would still have to document this prior to the trip with written proof but would not be required to pay any side trip cost difference because the cost of the flight was less than or equal to the official conference timeframe flight. If the traveler did not get written documentation of the cost, the traveler may still be required to pay the district or not be reimbursed for the allowable cost because the comparative written documentation is not provided.

NOTE: IN BOTH EXAMPLES ABOVE, UNDER NO CIRCUMSTANCES WILL THE DISTRICT PAY OR REIMBURSE THE TRAVELER FOR ANY ADDITIONAL COST RELATED TO THE SIDE-TRIP EXCURSION. THIS INCLUDES, BUT IS NOT LIMITED TO, LODGING, RENTAL CARS, AND PER DIEM MEALS.

Related school board policies: Professional leave for certified, 03.1911; professional leave for classified, 03.2911; expense reimbursement for certified, 03.125; expense reimbursement for classified, 03.225. KRS 45.101 and 200 KAR 2:006) (*See <http://policy.ksba.org/f02/>*)

Travel expense reimbursement process:

Step 1:

Within 30 days of return from professional leave or work-related regular travel, a Request for Reimbursement Form or Mileage Reimbursement Form must be completed. All applicable fields must be completed, or reimbursement may be delayed.

Attach to the Request for Reimbursement Form documentation of all expenses (i.e., original receipts, airline ticket stubs, paid hotel receipts, side trip cost-comparison documentation.) Additionally, proof of attendance at the professional leave events must be attached (i.e. certificate of attendance.)

NOTE RELATED TO HOTEL BILLS: If incidental expenses (such as pay-per view movies) are incurred by the traveler, these expenses are not reimbursable and must be invoiced separately to the traveler. Hotels will provide a separate invoice for any expenses charged to the room that are not part of the room rate.

Step 2:

Submit the completed Request for Reimbursement Form with attachments to the immediate supervisor for approval.

Step 3:

The supervisor submits the Request for Reimbursement Form to the budget manager approval. Please note that 3 signatures are needed if expenses being claimed are being paid by Professional Development funds.

Step 4:

The budget manager submits the Request for Reimbursement Form to Financial Accounting and Benefit Services for approval and payment.

Getting reimbursed: A *Professional Leave Reimbursement* with attached receipts must be completed by the traveler and submitted to the traveler's supervisor, who will forward to the applicable budget manager after approval. **This form should be completed within 30 days of return from professional leave.**

1. The form is available for download on the FCPS staff portal. This form must be completed in its entirety before it can be submitted to the budget manager. **All required fields must be filled in accordingly.** If this is not completed, reimbursement may be delayed.
2. If a certificate of attendance (or "PD certificate") is awarded, a copy of the certificate MUST also be submitted. Proof of the actual dates of the professional development must be provided to assure proper reimbursement **If the professional development ends at or after 4 p.m. Eastern Standard Time, the traveler will need prior approval** from their immediate supervisor to stay overnight, and the traveler is expected to depart before noon the next day. In all other cases, the traveler is required to come back the day the professional development ends. See Examples below.

3. **The traveler must submit a copy of either the hotel bill or flight itinerary upon requesting reimbursement to document the travel dates related to reimbursement.**

Examples:

1. A traveler attended PD training in Atlanta that ended at 1 p.m. on Wednesday. This traveler would be required to travel back on Wednesday.
2. A traveler attended PD training in Atlanta that ended at 4 p.m. on Wednesday. This traveler could travel back on Wednesday or the following Thursday morning before noon if prior approval was received from their immediate supervisor.

Responsibility and enforcement:

- The traveler is responsible for complying with travel guidelines.
- The approver is responsible for accurately reviewing the expense reports for compliance.

Travelers who do not comply with the FCPS Professional Leave & Travel Procedure Handbook may be subject to delay or withholding of reimbursement. Disregard for these guidelines may result in disciplinary action.

Transportation

Travelers shall use the most economical, standard transportation available and the most direct and usually traveled routes. If a trip is within four hours travel time, then the traveler shall drive and be reimbursed for mileage. Any trip over four hours may have the option of flying. However, if a traveler chooses to drive for any travel time over four hours, they shall only be reimbursed for the lower of mileage cost or the equivalent the airfare would have cost for the corresponding trip.

A. Airline travel reimbursement

DISCLAIMER: The prices of airline tickets, baggage fees, and the rules for each airline courier are subject to change at the discretion of the carrier. Cost and rules need to be investigated by the traveler at each occurrence of booking a flight for a trip.

Professional Leave Reimbursement Forms for overnight stay shall be submitted within 30 days after each travel event. If all documentation is not submitted, the reimbursement will be denied. For any travel reimbursement requested outside the 30-day window, the form will be analyzed by the appropriate Cabinet-level director. The Department of Financial Accounting and Benefit Services reserves the right to deny any claim deemed incomplete or inappropriate for reimbursement.

- Reimbursement for the actual cost of commercial transportation shall be made upon submission of receipts with the *Professional Leave Reimbursement Form*.
- Travel agencies are not to be used unless for international travel because of related additional fees and costs.
- **The cost of airfare may include the most economical and reasonable reimbursable flight ticket based on the criteria in Section IV Airline Addendum.**
- A traveler who obtains a non-refundable airline ticket via a purchase order and does not use the ticket will be liable for the cost of the airline ticket.

- A flight itinerary receipt or ticket stub/invoice reflecting the cost and flight times is required for reimbursement.
- The cost of flight insurance purchased strictly for life insurance for the individual ticket holder **WILL NOT** be covered by the district. This is a personal preference expense that the traveler must pay. **However**, the cost of flight insurance purchased for flight protection in case of flight cancellation or delays **WILL** be covered by the district, which may also include the lowest-cost reimbursable flight.
- The district will only approve the cost of one seat per traveler. If additional seats are needed for any reason, the additional cost for the extra seat will be at the expense of the traveler -- NOT the district.
- Any fees charged for baggage beyond the standard weight limits allowable by the flight courier are the responsibility of the traveler and will not be reimbursed by the district.
- The district will allow only one carry-on and one checked bag per person. All fees for additional baggage checked by travelers above the one carry-on and one approved checked bag will be the traveler's responsibility– not the district.
- Travel vouchers issued from a flight paid by the District must be used for District purposes. **In the event a travel voucher is issued for a district paid flight, an Airline Voucher form must be filled out and submitted to the Accounts Payable department for record keeping and tracking purposes. A copy of the form can be found at the end of the travel policy handbook or on the Financial Accounting and Benefits Services forms page under travel.** If a personal travel voucher is used for PD, documentation must be submitted with the professional development reimbursement if requesting reimbursement of the flight.
- To assure travel costs are reasonable, all flights must be booked and secured within 5 days of board approval date to mitigate the risk of unnecessarily paying more for last-minute booking of flights.

B. Car Travel/Mileage Reimbursement

DISCLAIMER: The mileage cost for a privately owned vehicle will be reimbursed at the rate to be adjusted based on the American Automobile Association's (AAA) Daily Fuel Gauge Report for Kentucky for regular grade gasoline reported on June 1 and adjusted thereafter on Jan. 1, April 1, July 1 and Oct. 1 each calendar year. This is based on the average retail price of regular grade gasoline for the week beginning on the second Sunday of the prior month. **However, any such mileage reimbursement shall not exceed the cost of airfare and associated allowable baggage to and/or from the professional leave destination listed on the originally approved professional leave request.**

Mileage Reimbursement Forms should be submitted at a minimum every 30 days or at a maximum every quarter. If forms are submitted with more than three months of information, then they may be denied for reimbursement. The Cabinet-level directors reserve the right to deny any claim they deem incomplete or inappropriate for reimbursement.

Written authorization to use a RENTAL CAR while on professional leave must be obtained from the Superintendent or designee PRIOR TO submitting request for professional leave for board approval.

- Justification must be documented citing the savings over taxi or other means of travel.
- Justification must also be documented if renting a car larger than economy size, regardless of the amount that the traveler has been approved to spend on a car rental.
- **If the conference and hotel are in the same location, THE RENTAL CAR WILL BE DENIED.**
- Only one tank of gas will be reimbursed to the traveler, regardless of amount of travel in rental car. Proof of purchase must be documented with a receipt. Fuel must be purchased at the most economical rate per vehicle requirements, whether that be through the car rental company or at a gas station.
- Insurance coverage on a rental car **WILL NOT** be reimbursed, unless state law or company policy prevents the driver from using their personal car insurance.

- Traveler must also submit a copy of the original Professional Leave Request Form with their Professional Leave for Reimbursement Request Form as documentation supporting prior approval of rental car or other arrangements by the Superintendent and the Board of Education.
- It is the Traveler's responsibility to note and provide proof on the Professional Development Reimbursement or Peard documentation, that RENTAL CAR has been pre-approved by the appropriate authority (The Board, Superintendent, Chief, &/or Executive Director, Supervisor) on the Professional Development request form.)
- Car rentals: Must be pre-approved. Professional Leave Request form with outlined costs must be submitted for reimbursements. (this will show the car rental was listed, approved and added to the board agenda)
- The Superintendent's car allowance shall be utilized for in-town travel and is not intended to cover board approved professional development (PD) and out-of-town travel. Board approval for a rental car and flight may be allowed in accordance with the travel procedures.

Please note: the traveler must document in advance whether rental insurance will be purchased at the car rental company or if personal insurance will be used. If using the driver's personal insurance, the driver must provide a copy of the insurance card covering the driver and any other drivers with the PD request documentation. By doing so, the driver agrees that the personal insurance will cover any damages incurred, regardless of the payment source.

When using a non-board-approved rental car, the traveler must demonstrate proof (the actual receipts) of actual cab fare to and from the conference in order to be reimbursed and only if their Cabinet-level director and/or the Financial Accounting and Benefit Services Director approves.

Mileage for all travel shall be based on the mileage calculations provided by MapQuest (*see www.mapquest.com*). **All mileage payments shall be based solely on address-to-address distances using MapQuest's shortest distance route calculations.** When traveling between non-FCPS locations, a MapQuest printout must be attached to substantiate the miles submitted, or the mileage forms will be returned for the required documentation. **NOTE:** the traveler is responsible for submitting the printout of MapQuest calculation of mileage to document the request. If this information is not submitted with reimbursement paperwork, the paperwork will be returned and the reimbursement may subsequently be delayed. When completing mileage reimbursement forms, addresses outside of FCPS must include the street name and number (e.g., 123 Main St) and city if outside of Lexington, in order to be reimbursed. Names of businesses will not suffice if reimbursement is requested, and this may cause delay or for reimbursement forms to be returned.

- 1) Mileage commuting between home and workstation shall not be paid. If a traveler's point of origin for travel is the traveler's residence, mileage shall be paid for the shorter of mileage between:
 - a. residence address and travel destination address or
 - b. workstation address and travel destination address
- 2) Vicinity travel and authorized travel within a claimant's workstation shall be listed on separate lines on the *Request for Reimbursement*.
- 3) If two or more travelers ride in the same automobile on an authorized trip, only the owner/operator is entitled to mileage reimbursement. **NOTE: For valet parking, please reference No. 3 under Lodging.**
- 4) For out-of-city travel, travelers are encouraged to economical transportation. Taxi fare may be allowed when more economical transportation (e.g. shuttles or airport limousine service) is not feasible. Original receipts are required. **Tips paid to ride booking services (such as Uber, Lyft, taxis, etc.) may be reimbursed up to 15% of the original fare.**
- 5) Tips for baggage handling without a receipt will be limited up to \$10 arrival and departure of the trip.

- 6) For mileage related to the Lexington airport, the district will only reimburse mileage according to this handbook and the cost of long-term parking. NOTE: If a traveler chooses to take a taxi to the airport instead of using their own car, the district will only reimburse taxi costs up to the amount of the cost of long-term parking and related mileage for the term of the flight to and from the associated professional development.
- 7) Actual parking (not valet), bridge, and highway toll charges shall be reimbursed.
- 8) Reimbursement will be made for reasonable incidental expenses for baggage handling, delivery of baggage to or from a common carrier, and lodging or storage if the charges relate to official business.
- 9) For **school-to-school** travel or **school-to-location** travel, mileage shall be paid for the shorter of the mileage between school-to-school or school-to-location based on MapQuest. Detours based on preferences to avoid lights etc. can be taken; however, mileage will only be reimbursed for the shortest distance between locations.
- 10) If an employee is transported to the airport or location by a friend or family member, the employee can be reimbursed mileage for two round trips.
- 11) Ride booking services (such as Uber, Lyft, taxis, etc.) will be reimbursed on the following conditions: the traveler is traveling between home and airport or airport and hotel, OR if the traveler is unable to stay at the hotel where the conference is located AND the distance from the alternative lodging to the conference is not walkable. Reimbursements for non-work-related purposes will not be reimbursed (e.g., to meals, shopping, entertainment, etc.).
- 12) UBER/Lyft/Ride shares must include full, actual receipts showing addresses traveled.
- 13) The Superintendent shall be permitted to make a reasonable amount of sustenance meal expense purchases as approved by the Board when doing business on behalf of the district. All other expenses shall follow the Travel Procedures and P-card Handbook regulations.

The Mileage Reimbursement Form and the Mileage Reference Guide (states historical mileage amounts) are posted under the staff portal.

C. Lodging

DISCLAIMER: 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. Prices are subject to change because of economic conditions at the time of the trip.

PROOF OF LODGING IS REQUIRED.

- 1) A traveler shall be reimbursed for the actual cost of lodging if:
 - a. The lodging is determined to be the most economical, and
 - b. Traveler has provided the hotel, motel or other establishment's receipt to be reimbursed for the travel expenses. (*Receipt must show zero balance*)

NOTE: This also includes professional development attended outside the work calendar

- 2) Reimbursement for lodging shall not exceed the cost of a single room rate, except if travelers share lodging, each traveler shall be reimbursed the lesser of single rate or one-half the double rate.
- 3) Reimbursement for valet parking at the hotel shall only be reimbursed if there is no other option for parking.

- 4) Reimbursement for resort fees will only be allowed if the cost is included in the room total. When the resort fees are optional, the traveler is responsible for payment.
- 5) Reimbursement for lodging will not be approved unless the location is more than 60 miles one-way from Fayette County and overnight stay is required with prior board approval.
NOTE: Mileage will be allowable as described under Section B of this handbook.
- 6) The district will not reimburse for related costs deemed out of scope of the responsibility of the district, such as but not limited to bed bugs, fires, flooding, etc.
- 7) *Hotel receipts must show all nightly rates & charges and must show checked in/out dates. Additionally, hotel receipts must reflect balance due of \$0.*
- 8) A traveler can stay with someone such as family or friends instead of staying at a hotel for lodging. In such cases, the traveler must clearly indicate their intentions prior to professional leave on the request for professional leave form and also on the reimbursement request form upon return. **NOTE: If this is not indicated on both forms, the traveler will not be eligible for per diem meal reimbursement. Additionally, the district will not reimburse for any mileage in this scenario between the temporary residence the traveler is staying and the location of the professional development training. The district will only reimburse the mileage as described in Section B: Transportation.**

D.Meals

1. **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 \$50 per day **within Kentucky** and **\$65 per day outside of Kentucky** as long as the Professional Development is more than 60 miles from Fayette County (Lexington, KY).

Meals	\$50 per day within Kentucky and \$65 per day outside of Kentucky
<i>*In accordance with board approval dates*</i>	

2. A traveler **cannot** be reimbursed for staying over extra days beyond the dates of the actual Professional Development.
3. Since FCPS reimburses on a per diem basis, **RECEIPTS FOR MEALS ARE NOT REQUIRED.**

E. Other expenses

- 1) *Registration fees:* A traveler may request reimbursement for registration fees to attend a conference, workshop, seminar, institute or convention. The original receipt or proof of payment must be attached to the Request for Reimbursement Form, and proof of attendance must be provided.
- 2) *Membership dues:* Dues that lead to a reduced rate for training events may be reimbursed provided membership meets identified district needs and provides a reasonable educational/business benefit for the district. For example, dues that include group memberships so that other employees may benefit might qualify

for reimbursement. However, individual membership dues to professional organizations shall always be paid at the employee's own expense if it does not provide reasonable educational/business benefit for the district.

- 3) ***Non-reimbursable expenses:*** These include personal expenses such as alcoholic beverages, forgotten toothbrushes, clothing, etc. Also, per diem meal costs will not be reimbursed unless an overnight stay is included in the travel. In addition, valet parking or resort fees will not be covered unless no other option is available.
- 4) ***Hotel personal incidentals:*** The final hotel bill should not include any personal incidentals. Final bill should include lodging, taxes, fees and parking only. Wi-Fi or telephone call expenses may be reimbursed on a case-by-case basis when district business must be conducted while in travel status.
- 5) ***Tolls:*** Toll fees are allowed and reimbursable up to \$3.00 per toll up to \$10.00. Any tolls exceeding \$3.00 per toll will require a receipt for reimbursement. **NOTE: The district will verify toll charged submitted for reimbursement based on location of the charge to assure the rate being requested is legitimate**

IMPORTANT NOTE: 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.

IV. AIRLINE ADDENDUM

All airline prices and policies are subject to change and should be checked each time a flight will be used.

Per TRANSPORTATION SECURITY ADMINISTRATION (TSA), each passenger is allowed on the aircraft one carry-on bag and one personal item. Some fees may apply.

- Coats, mobility aids and assistive devices are not considered as personal items and are allowed at no additional charge.
- For a specific list of carry-on and personal items, please refer to the individual airline's website.
- Refer to <https://www.tsa.gov/> for packing tips, guidelines on permitted and prohibited items, and travel information.
- **Traveler may be reimbursed for airline seats as long as it meets the criteria of the Travel Handbook guidelines.**
- **NOTE: Fayette County Public Schools District only pays for the most economical and reasonable price. Any upgrades beyond that cost are to be paid for by the employee not the district. IF by chance in a unique circumstance the traveler can document based on the airline chosen that the additive options such as factors related to seat location or time of travel (excluding First Class) exceeds the cost of directly buying business comfort class. The traveler may choose business comfort class directly in that unique situation as long as it is prior approved and documented but under no situation shall first class tickets be allowed or reimbursed.**
- **the cost of the lowest-cost reimbursable flight as well as for one carry-on item and one checked bag.**
- **Change fees:** When a traveler requests any changes after the airline ticket has been issued:
 - The traveler is responsible for all fees associated with any requested changes unless the changes are initiated at the Superintendent's request.
 - If the traveler is the Superintendent or board member other than the chair, he or she is responsible for all change fees unless the changes are initiated because of the FCPS board chair's request.

- **If the traveler is the board chair, he or she is responsible for all change fees unless the changes are initiated because of the FCPS board vice chair's request.**
- **To assure travel costs are reasonable, all flights must be booked and secured within 5 days of board approval date to mitigate the risk of unnecessarily paying more for last-minute booking of flights.**
- **Travel vouchers or credits issued from a flight paid by the district must be used for district purposes. In the event a travel voucher or credit is issued for a district paid flight, an Airline Voucher form must be filled out and submitted to the Accounts Payable department for record keeping and tracking purposes. A copy of the form can be found at the end of the travel policy handbook or on the Financial Accounting and Benefits Services forms page under travel. If a personal travel voucher is used for PD, documentation must be submitted with the professional development reimbursement if requesting reimbursement of the flight.**

Delta Airlines www.delta.com

US Airways: www.usairways.com

American Airlines: www.aa.com

Allegiant: www.allegiantair.com

United Airlines: www.united.com

Note: FCPS is not bound by the airline policies and will abide by the procedures set forth by the district. Any luggage/baggage or other fees that exceed the allowable limitations indicated in these procedures are the responsibility of the traveler.

V. FIELD TRIP ADDENDUM

MEMO RE: REIMBURSEMENT REQUESTS

Field Trip vs Professional Leave

All field trips must be school-approved and board-approved.

All professional leave must be board-approved unless as stated in Section II of the procedure handbook.

FIELD TRIPS:

Field trips are not considered professional leave and all reimbursements should be requested using the Mileage Reimbursement Form and **not** the Professional Leave Reimbursement Form.

Field trip reimbursements are required to have the following supporting documentation:

- Purchase order
- PD leave requests must specifically state that is it for a field trip so that it can be correctly listed on the board agenda items to be approved under the Extended Field Trips section and not listed as Professional Leave.
- Field Trip Approval Form (must specifically state who and what will be paid for)
- MapQuest (location to location-only if individual drove themselves)
- Meal receipts are required (must be overnight stay)
 - Will only be reimbursed for receipt total (Not to exceed per diem limit for the entire day and not to exceed \$10 -Breakfast, \$15- Lunch or \$25 Dinner **within Kentucky and \$65 per day outside of Kentucky** not to exceed \$12 -Breakfast, \$18- Lunch or \$35 Dinner if Field Trip is not for overnight stay)
- Itemized lodging receipt (only if overnight stay occurred and receipt must show -0- balance).
NOTE: See Section C “Lodging” for additional requirements.
- Other expenses (must provide receipt showing -0- balance)
- Signatures/dates (individual and supervisor)

The Professional Leave Reimbursement forms are posted under our staff portal.

In some areas, edits are necessary to clarify the processes and procedures. For the most up-to-date version, always reference the travel procedures online.

EMPLOYEE REIMBURSEMENT CHECKLIST

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
- 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.

See the Travel Handbook.

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.



AIRLINE VOUCHER

Employee Name: _____

Employee #: _____

Date of Flight Transaction: _____

*Receipt must be attached

Airline Carrier: _____

Airline Carrier Voucher #: _____

*Voucher must be attached

Expiration Date of Voucher: _____

Signature: _____ Date _____

*must be within 7 days of voucher issuance

*By signing this form, I understand and acknowledge that I have read and understand the FCPS Travel Handbook Policies. I also understand under penalty with potential discipline, that if the above named voucher is not used for its intended use – being an alternative Professional Development approved by FCPS Board-- before its expiration, or I will owe the District the full amount of the original ticket cost immediately.