



Memo

To: Jackson County School Board

From: Amber Geiser, Business Manager

Date: August 25, 2026

Re: Review and Approval of Revised Travel Procedures Manual and District Credit Card Authorization

Board approval is requested for the proposed revisions to the Jackson County School District Travel Procedures Manual, along with authorization to issue district credit cards to specific personnel roles to optimize travel and purchasing workflows.

Manual Revisions

The Travel Procedures Manual has been updated to clarify internal controls, streamline reimbursement processes, and modernize travel booking procedures. Key changes include:

- **Travel Card Integration:** Incorporating provisions for district travel cards or one-time-use cards (up to the approved purchase order limit) for booking hotels, airfare, and fuel during non-local, MHSAA, and field trip travel.
- **Per Diem & Documentation:** Updating meal policies to align with DFA daily limits without requiring itemized receipts for standard per diem, while maintaining strict rules against reimbursing alcohol and enforcing a 20% cap on tips.
- **Settlement Timelines:** Standardizing travel settlement deadlines (generally to 10 working days post-travel) and shifting settlement verification duties to Purchasing Agents and Attendance Center Coordinators.

Credit Card Authorization

Approval is further requested to issue district credit cards to individuals serving in the following positions:

- Attendance Center Coordinators
- Federal Programs Director
- Business Manager

Intended Usage:

While these cards will primarily serve to book and manage official travel expenses, they will also be utilized for properly approved, necessary district purchases from vendors that do not accept traditional check payments. Permitted non-travel transactions include, but are not limited to, building permits, annual software license renewals, and motor vehicle reports. All credit card purchases will remain bound by standard purchase order and board approval guidelines.