

Policy DJDAA: Travel Reimbursements

Status: DRAFT

Original Adopted Date: 08/23/2004 | **Last Revised Date:** 11/13/2023

Staff Travel—Local and Non-Local

JCSD-GBRF

The Jackson County Board of Education recognizes that it is necessary that staff travel to attend various meetings, conferences, and school/district-related functions. All local travel requiring only mileage reimbursement (for employee's personal vehicle) or fuel reimbursement (for school vehicle) and/or registration fees may be pre-approved by the staff member's immediate supervisor. Local travel requiring other payments, and all non-local travel must have the pre-approval of the Board of Education.

Local travel shall be considered those trips, on official school business, which require an employee to travel within the boundaries of Mobile County, AL and Jackson, Harrison, Hancock, Stone, Lamar, Forrest, George, Green, and Perry counties in Mississippi. Attendance to virtual conferences while at the employee's regular work location shall also be considered local travel.

Approved staff attending school related athletic events or school activities associated with MHSAA and only require mileage or fuel reimbursement shall be considered Local Travel for purposes of reimbursement. Athletic travel may be approved by the Assistant Superintendent and/or Superintendent.

Mileage and fuel reimbursements within "local" travel shall be submitted to and approved by the employee's immediate supervisor.

Upon submission of a travel voucher detailing specific expenditures with supporting documents, staff members shall be reimbursed for travel expenses open claims docket at the next board meeting. If an overnight stay is required, then expenses for meals shall be reimbursed at the actual cost of the meals^[1] not to exceed the state approved maximum meal per diem rate for the city and state in which the conference is held.^[2] ~~Reimbursement for meals shall be prorated at 75% of the per diem meal allowance for the day travel begins and the day travel ends.~~^[3] ~~Alcoholic beverages are not reimbursable.~~^[4] The travel voucher shall be signed and dated by the staff member's immediate supervisor and then submitted to the appropriate personnel for subsequent payment of expenses. All reimbursement of expenses shall be paid after board approval via direct deposit into the same account as the employee's primary bank account for payroll purposes.

Staff members are encouraged to car pool as a means of keeping travel expenses at a minimum.

Travel advances must be settled within 10 working days after the return from travel. Travel advances not settled in a timely manner may result in an employee's payroll check being withheld until the liability is resolved.^[4]^[5]

Parking fees may be reimbursed, but only at a standard or regular rate. For example, if valet service is an additional charge over "regular" parking, the difference will be deducted and the lower rate reimbursed.

If employees choose to bring non-employees on a school-funded trip (or if they bring an employee who is not part of the meeting/conference), the difference in cost between the employee-only rate and the rate charged for the "extra" person shall be deducted from the reimbursement/cost.

Adopted Date: 8/23/2004

Approved/Revised Date: 6/13/2022

[1] [Miss. Code Ann. § 25-3-41](#)(4)

[2] State of Mississippi Department of Finance and Administration State Travel Policy, Revised December 2019, page 26

[3] IRS Publication 5137 (Rev. 2-2020), page 24

[3][4] State of Mississippi Department of Finance and Administration State Travel Policy, Revised December 2019, page 26

[4][5] [Miss. Code Ann. § 25-1-79](#)
