

R 8-26-2

R 5-22-2 **Travel Outside of Preston County**

❖ **Authorization**

- Request for out-of-county travel for attendance and participation in meetings should be in the Superintendent's or Superintendent's designee's office 10 work days prior to the event.
- The Preston County Board of Education shall pay the reasonable travel expense incurred by board members and employees in the execution of duties previously authorized by the Superintendent or Board of Education.
- The Superintendent shall have the authority to approve out-of-county travel including adjoining states within a 100 mile radius.
- Vocational teachers may travel within their trading areas with approval of the Director of Vocational Education.
- Board of Education must approve all travel outside the state of West Virginia except for travel to adjoining states within a 100 mile radius.
- Copies of approved authorizations must be attached to the "Traveling Expense Account" claim form.

❖ **Reimbursable Items**

➤ **Ground Transportation**

When a personal car is used, expenses are allowed at the designated rate per mile. Turnpike and bridge tolls are allowable as well as parking expenses. To claim turnpike and bridge tolls, receipts must be attached to the expense sheet.

➤ **Air Transportation**

Expense for air transportation is allowable only for tourist or coach fare. The passenger coupon from the airline ticket and the purchaser's receipt must be attached to the expense sheet.

➤ **Lodging**

The maximum expense allowable for lodging is the rate of a single occupancy. When a Preston County Board of Education employee is accompanied by a non-employee, none of the expenses for a non-employee are allowable expenses. When a Board of Education employee is lodged in a room with a non-employee; the maximum allowable expense is for the cost of a single occupancy. Whenever two employees of the Board are lodged in the same room, each employee shall request a bill for one-half of the total cost. A hotel/motel receipt or invoice must be submitted with the travel claim.

➤ **Authorized meal allowances:**

- Authorized Daily Rate for Meals - State of West Virginia up to a maximum of \$25.00 per 24 hour day;
- Authorized Daily Rate for Meals - National Conferences \$35.00 per 24 hour day

➤ **Registration Fees**

Fees or charges for the attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials, are reimbursable expenses to the traveler.
(WVC §18A-2-14; §18A-5-4)