

District: Starkville Oktibbeha Consolidated School District

Section: D - Fiscal Management

Policy Code: DJD - Expense Reimbursements

Administrative personnel and other employees who have first been authorized by the superintendent or designee to travel in the performance of their duties shall be advanced or reimbursed their expenses by the Starkville Oktibbeha Consolidated School District (SOCSD) for such travel as indicated below:

In District Travel

It is recognized that certain positions within the Starkville-Oktibbeha Consolidated School District (SOCSD) are required by job description to travel extensively within the district. The superintendent or designee is authorized to approve personnel who will be provided a SOCSD owned vehicle for official travel within the district. It is understood that SOCSD vehicles will not be utilized for any personal usage.

Employees approved to travel within the district are authorized to use their privately owned vehicles and be reimbursed the rates in accordance with regulations set forth by the Mississippi Department of Finance and Administration. Employees must have prior authorization from the superintendent or designee in order to be reimbursed. No reimbursement will be authorized for travel between the residence of the employee and the usual work location.

Persons seeking reimbursement for in-district travel must maintain a daily travel log and submit the completed, signed, and approved log prior to the docket cut-off date for Board approval.

Out-of-District Travel - Administrators

The superintendent or designee can authorize administrators to travel out-of-district for meetings, representation of SOCSD at approved events, performance of prescribed duties, or other matters. Administrators are authorized to use their privately owned vehicles and be reimbursed the rates in accordance with regulations set forth by the Mississippi Department of Finance and Administration. District owned vehicles or rental vehicles are also allowed in these instances. No mileage reimbursement will be allowed if the administrator uses a district owned vehicle or a vehicle rented by SOCSD.

Out of District Travel – All other Employees

It is recognized that by assignment or by request, individual employees (other than administrators) of the SOCSD may have just cause to perform official school or district business travel outside the district.

The use of district owned vehicles or rental vehicles are encouraged to be used by non-administrative employees for approved out of district travel. No mileage reimbursement will be provided if the employee uses a district owned vehicle or a vehicle rented by SOCSD. Vehicle rentals may provide a cost savings to the district over reimbursing employees for mileage in their personal vehicles. Therefore, if a non-administrative employee wishes to use their personal vehicle for out-of-district travel, they will be reimbursed at the reduced rate of pay that the Mississippi Department of Finance And Administration allows for reimbursement if there is a government owned vehicle available, or if there is a cost-savings from using a rental vehicle.

Non-administrative employees are expected by the board to car pool where two (2) or more employees are traveling to the same destination. In such an event only one (1) travel expense allowance at the authorized rate per mile shall be allowed for any one (1) trip. If a group is traveling, all members of the group should travel in the same vehicle. If a member of the group wishes to use their personal vehicle instead of traveling with the group, they will not receive reimbursement for their mileage.

Travel by means of a public carrier or other means not involving a private motor vehicle will be handled through the use of the district's procurement card and will comply with rules and regulations set forth by the Mississippi Department of Finance and Administration.

Employees shall be advanced or reimbursed for other actual expenses such as meals and other necessary expenses incurred in the course of such travel, subject to limitations placed on meals for intrastate and interstate official travel by the Mississippi Department of Finance and Administration and rules and regulations adopted by the Mississippi Department of Audit. Lodging and registration fees will be handled

through the use of the district's procurement card and will comply with rules and regulations set forth by the Mississippi Department of Finance and Administration.

Employees are not required to turn in meal receipts unless a meal advance is received.

Current reimbursements are as follows:

1. Maximum reimbursement for actual meal expense for in-state and out-of-state travel as defined by the Mississippi Department of Finance and Administration. Overnight travel is required in order to be reimbursed for meals.
2. Mileage for private vehicle
3. Incidental expenses – reasonable gratuities, parking, etc.

The Superintendent shall comply with the rules and regulations of the Mississippi Department of Audit regarding itemized expense accounts upon return of the employee.

Travel Advances

1. The superintendent or designee ONLY is authorized to approve travel advances.
2. The superintendent shall comply with all rules and regulations of the Mississippi Department of Audit regarding travel advances.
3. The superintendent shall comply with the Mississippi Department of Finance and Administration daily limits on expenditures for meals.
4. All official travel must be pre-approved.
5. Persons receiving advances must be officers or employees of SOCSO.
6. Travel advances may not be used for personal expenses or for any purpose other than the actual expenses of the authorized travel.
7. Accounting for any travel advance shall be made no later than ten (10) working days after the official travel occurred.
 - a. Any money not used for travel related expenses shall be repaid to SOCSO at this time.
 - b. A travel reimbursement form that complies with regulations prescribed by the Mississippi Department of Finance and Administration shall be completed and submitted at this time for all money not refunded to SOCSO.
 - c. Actual receipts for all travel expenses that were advanced, must be included.

Legal Reference: MS CODE 25-1-79, 25-1-81, 25-1-91, 25-3-41

Cross Reference: DI - Accounting and Reporting

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