

DJD: Expense Reimbursements

1. When should expense reimbursements be submitted?

Travel expense reimbursements for professional learning travel should be submitted to Accounting by two-weeks after the professional learning travel ended.

2. What documents need to accompany the expense reimbursements?

Required documents for expense reimbursements are:

- AESOP leave approval
- Copy of agenda (from conference or workshop)
- Receipts for any that apply including: hotel lodging, parking, baggage fees, taxi or shuttles, airfare, registration, tolls.

3. Where can I find an expense reimbursement forms?

You may find the expense reimbursement forms by selecting the link below:

<https://www.bcsdk12.net/Page/39441>

4. What is the timeline for submitting daily travel?

Daily mileage forms should be submitted monthly to Accounting.

5. What items are allowable for travel reimbursements?

Items eligible for reimbursement include:

- Meals
- Mileage
- Airfare
- Baggage Fees
- Hotel Lodging
- Parking
- Registration
- Taxi and Shuttle Services
- Tolls

6. How are meal per diems calculated?

Out-state travel per diem rates

Employees traveling OVERNIGHT are generally eligible for per diem amounts designed to cover the cost of three (3) meals per day for all days on travel status **other than** the day of departure and the day of return.

Travelers are eligible for 75 percent (75%) of the total per diem rate on the first and last day of travel. For example, if the per diem rate allows a \$28 total reimbursement, \$21 would be allowable on a travel departure or return day ($\$28 \times .75 = \21). As a result, the time of departure and time of return are not considerations for calculating the Meal Per Diem when associated with overnight travel.

When meals are provided to an employee in conjunction with travel events on a travel departure or return day, the full meals per diem reimbursement rate is reduced by the amount of the provided meal(s) before the 75% proration. For example, if the per diem allows a \$28 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$15.75 ($\$28 - \$7 \text{ lunch} \times .75 = \15.75).

Meal adjustments include those provided by hotels, meetings, conferences, or any other source.

Employees on professional leave who travel more than 50 miles from their Residence and Primary Work Station on a work assignment, AND are away for more than twelve (12) hours, may receive that total eligible per diem allowance for that day, even when there is no overnight lodging. The per diem allowance must, however, be adjusted for any meals provided to the traveler.

In-state travel per diem rates includes the cost of meals, taxes and tips on meals. (Incidentals are not included.) Employees traveling overnight "In State" are eligible for 100 percent (100%) of the total per diem rate on the first and last day of travel, less any provided meals.

7. How are cancellations handled?

Hotel lodging, airfare and registration cancellations are the responsibility of the employee. Employees need to abide by the hotel and registration cancellation policies in order to receive full reimbursements for hotel lodging and registration fees.

8. How long is the turn-around for payment?

When expense reimbursements are submitted to Accounting, with all pertinent documentation and signatures, a reimbursement check will be processed within 7-10 business days.

9. If the District pays the hotel bill, do I still need to turn in a hotel receipt?

Yes, hotel receipts are required and must accompany the expense reimbursement form even when the District prepays the hotel lodging.

10. Who do I contact for expense reimbursement questions?

For expense reimbursement questions in Accounting, please contact Janeseia Roberts at (478) 765-8581 or Janeseia.Roberts@bcsdk12.net.

11. Who determines the regulations for travel?

Travel regulations are updated by the State Accounting Office (SAO).

You may find information by selecting the link below:

<https://sao.georgia.gov/state-travel-policy>

12. May expense checks be picked-up?

Expense reimbursements are mailed to the employee's address in the vendor file.