

## 4008 - TRAVEL AND TRANSPORTATION

### A. General Conditions

- (1) All travel (whether in-county or out-of-county) by faculty and/or staff must be authorized and approved by the Principal. The Principal shall not authorize or approve any travel request unless it is accompanied by a signed statement by the requestor stating the purpose of the travel and that such travel is directly related to the official business of the school.
- (2) When more than one employee is going to the same destination, travel shall be pooled whenever practical.
- (3) Employees will be reimbursed for actual expenses incurred, including mileage, tolls, parking, lodging, airfare, rental car, registration fees and parking. Employees must present receipts for all expenses.
- (4) All requests for travel reimbursement must be submitted on the appropriate form and must be submitted within thirty days of travel. Failure to submit reimbursement requests in a timely manner may cause the reimbursement to be forfeited by the employee.

### B. In-County Travel

Expenses for authorized travel by an employee may be paid for the use of his or her personal car while used during travel on school business. Travel conducted inside the county shall be reimbursed at the maximum rate allowed by F.S. 112.061.

### C. Out-of-County Travel

#### (1) One Day Trips

Expenses for authorized travel by employees which does not require an overnight stay shall be reimbursed at the maximum mileage rate established by F.S. 112.061.

#### (2) Overnight Trips

Expenses for authorized travel by employees requiring absence in excess of one day shall be reimbursed for travel expenses noted in A(3) above.