

**WASHINGTON COUNTY BOARD OF EDUCATION**  
**TRAVEL POLICY**

(effective May 21, 2007)

- The Washington County Board of Education will follow the State of Georgia Statewide Travel Regulations. Additional requirements enacted by the local Board of Education are included herein. Any issues not specifically covered in this summary document will be determined using the State of Georgia Travel Policy.
- Statewide Travel Regulations
- All travel expenses are to be paid by the employee when incurred. The WCBOE will reimburse the employee in compliance with the State of Georgia Statewide Travel Regulations and any additional requirements as defined herein.
- Receipts are to be retained for all expenditures for which reimbursement is expected.
- Meals will be reimbursed in accordance with the state defined departure and return timetable.
- For travel within the state of Georgia, meals will be reimbursed in accordance with the state defined per diem rates. Meals for out-of-state travel will be reimbursed in accordance with the limits defined in the Federal Travel Guidelines.
- Meal expenses exceeding the per diem rate or incurred outside of the allowable time limits will not be reimbursed.
- When a personal vehicle is used for transportation, mileage will be reimbursed at the standard mileage rate established by the State Accounting Office of Georgia and the GA DOE.
- Expense reports must be submitted for payment within 30 days of completion of the travel and/or event. Additionally, all expense reports for a given fiscal/school year must be submitted for payment within that year's accounting period.
- All expense reports must have a principal's (or other approving authority's) signature and an account number.
- The WCBOE is not required to pay county and/or excise taxes on lodging. A Tax Exempt form must be presented at the time of check-in to receive the exemption. This form can be obtained from the Board website, from your school office, or from Accounts Payable at the Board office.
- Reimbursement request forms must be complete (including date, time departed, time arrived, name of workshop or event, workshop/event location, beginning/ending mileage).
- Receipts for meals and lodging expenses must be submitted with travel statements in order to be reimbursed. No receipt, no reimbursement.
- Expense checks are printed on Thursdays. All requests for that week must be received in the Accounts Payable office **no later than 12:00 Noon on Wednesdays**. Anything received after noon on Wednesday will be processed the following week.