



Book Policy Manual

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Title Copy of TRAVEL AND EXPENSES

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[F.S. 1001.39](#)  
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## 6550 - TRAVEL AND EXPENSES

Travel expenses incurred for official business travel on behalf of the School Board shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative procedures. Travel costs may include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status of official business of the District.

### A. In-County Travel

Travel on official business performed within Jackson County by the Superintendent, District employees, and authorized persons shall be reimbursed at the maximum rate allowed by F.S. Chapter 112.061; said mileage shall be determined by actual odometer reading, if travel performed by personal automobile. The Superintendent, or designee, may grant monthly allowances in fixed amounts for use of privately owned automobiles on official business. Such allowances shall be made on the basis of a signed statement of the traveler, filed before the allowance is granted or changed, and at least annually thereafter. The statement shall show the places and distances for an average typical month's travel, the reimbursable amount at distances for an average typical month's travel, the reimbursable amount at the established rate, and the monthly allowance requested. Under no circumstances shall the monthly allowance be greater than that to which the employee would be entitled at the established reimbursement rate.

### B. Out-of-County Travel

When approved in advance, expenses for out-of-county travel for employees and authorized representatives of the District shall be paid at the rate approved by the Board. Copies of receipts for lodging, transportation, tolls, registration fees, and parking must be attached to the traveler's request for reimbursement along with agenda or schedule of events.

### C. Prohibited Expenditures

Expenditures for travel outside the District or for cellular phones, cellular phone service, personal digital assistants, or any other mobile wireless communication device or service, including text messaging, whether through

purchasing, leasing, contracting, or any other method, are not permitted if any of the financial conditions outlined in F.S. 1011.051, and as set forth in Policy 6233 (District Budget), exist.

#### D. Travel Costs Paid or Reimbursed from Federal Funds

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates, and amounts established under 5 U.S.C. 5701-11, ('Travel and Subsistence Expenses; Mileage Allowances'), or by the administrator of general services, or by the president (or his/her designee), must apply to travel under Federal awards.

#### E. Participation in Virtual Trainings and Conferences

Participation in virtual trainings and conferences may be considered part of an employee's performance of their official duties when all of the following apply:

1. The main purpose of the virtual training or conference is in connection with the official business of the District and directly related to the performance of the statutory duties and responsibilities of the employee participating.
2. The virtual training or conference provides a direct educational or other benefit supporting the work and public purpose of the participating employee.
3. the duties and responsibilities of the participating employee are compatible with the objectives of the virtual training or conference.

Any employee seeking to participate in a virtual training or conference as part of their official duties must provide in advance to their immediate supervisor the following:

- A. a copy of the agenda for the training or conference;
- B. the date/times of the training or conference; and
- C. an itemized list detailing all anticipated expenses including, but not limited to, registration fees and costs for materials.

The employee's immediate supervisor shall notify the employee whether their attendance in the virtual training and/or conference is approved. Employees must provide their immediate supervisor documentation evidencing that they attended and completed the virtual training and/or conference.

If a financial condition pursuant to F.S. 1011.051 does not exist, when approved in advance, expenses for participation in a virtual training or conference for an employee, the costs shall be reimbursed at the rate allowed by State law.

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