



Accounting Department Business Travel Summary Updates

1. General

All authorized District travel will be paid or reimbursed in accordance with the state of Georgia guidelines set by the State Accounting Office of Georgia as established by board policy DJD – Expense Reimbursements. Meals are reimbursed at a per diem amount based on the city of travel. Travel expenses incurred by a companion cannot be paid by the District and are not reimbursable. Upon completion of a trip, a travel reimbursement request form must be submitted to the Accounting Office, along with the required ExecuTime absence approval confirmation, copy of the agenda of meetings, workshops, and conferences to document business nature and receipts for related expenses such as air travel not pre-paid, ground shuttle, taxi, etc. Travel expenses must be pre-approved by your immediate supervisor and should be remitted within 45 days following the last date of travel.

2. Transportation

Airplane and Train

All efforts should be made to obtain the lowest, coach fare (or other intermediate class) available. This usually requires 14 to 30 days notice and often, a non-refundable ticket. Ticket stubs should be attached to the request for reimbursement. It may be appropriate to travel and stay over a Saturday night if it reduces the overall cost of the trip. If the airline charges a fee for the first piece of luggage, the District will reimburse for that charge with proof of payment. If there is no charge for the first piece of luggage, the District will not reimburse for additional pieces of luggage unless an appropriate business explanation is provided. Baggage charges incurred for excess weight will not be reimbursed unless an appropriate business purpose explanation is provided.

Automobile

Travel by private auto is reimbursable at a fixed rate per mile (**mileage rate of \$0.670 per mile as of January 1, 2024**), provided such total reimbursement does not exceed equivalent air coach fare or other reasonable available transportation. Bibb County School District adheres to the mileage rate set for State of Georgia employees.



Rental Automobiles

Rental autos may be used when such travel is more advantageous to the District than the use of taxis or other means of transportation. Normally, advance reservations for compact automobiles should be requested. (When a rental reservation for a compact vehicle has been made and none is available, rental agencies usually provide a standard vehicle at a compact rate.) Optional collision damage waivers should normally be declined since the District's automobile insurance includes this coverage. Rented vehicles for official business use prohibit personal use of the vehicle, including allowing friends or family members to ride in the vehicle.

Taxi and Limousine Service. Fares including reasonable tips are allowable if no other reasonable public transportation is convenient.

3. Meals, Lodging and Other Expenses

Meals

On the first and last day of travel for in state travel, meals are reimbursed at 75% minus meals that are provided, effective February 1, 2022; for out of state travel, meals are reimbursed at 75% of the daily per diem rate is paid minus meals that are provided. In- state meal per diem rates are established by the State Accounting Office of Georgia and are as follows, Breakfast = \$13.00, Lunch = \$14.00, and Dinner = \$23.00.

Breakfast	\$13.00
Lunch	\$14.00
Dinner	\$23.00
Total	\$50.00

**In-State Meal Per Diem Rates-
2/1/2022**

Out-of-state meal per diem rates are established by U.S. General Services Administration and can be found at <https://www.gsa.gov/travel-resources>.

If a meal is provided with a meeting, conference, or workshop a meal per diem for the provided meal will not be allowed. A copy of the agenda of the workshop, meeting, or conference needs to be included with the travel reimbursement statement.

Per-diem eligibility for day trips require that the employee travels more than 50 miles from their primary workstation and home and must be away more than 12 hours. Individuals meeting this criteria will then be eligible for 75% of total meal per-diem.



Lodging

Reasonable hotel/motel expenses when supported by receipts are reimbursable. (While no maximum is established since it is recognized that reasonable expense differs according to size of town and area of the country, "deluxe" and other expensive hotels should always be avoided). When staying in the state of Georgia, you will be exempt from the state hotel/motel tax except for the \$5.00 per night hotel fee. You may obtain a Georgia State Exempt Organization Certification form from the Accounting SharePoint site prior to your trip. All hotel/motel tax fees will be charged unless you give this form to the hotel upon check-in.

Hotel fees may be paid in advance by the District if the proper pre-payment forms are filed with the Budget Assistant in Professional Learning in a timely manner.

Other Necessary Miscellaneous Expenses

Reimbursement is provided for such items as customary gratuities, parking, and registration fees at conferences and conventions. If such expenses exceed \$25, they must be supported by receipts.

4. Travel Advances

Cash advances are not allowed. All meal costs and mileage fees must be borne by the individual and then reimbursed by the District.

5. Entertainment

No entertainment expenses are allowable. Personal entertainment (e.g. movies, concerts, alcohol, and athletic events) and other personal expenses are not eligible for reimbursement.

6. Reimbursement Method Update

The Accounting Office will begin issuing reimbursements via direct deposit to employees' primary bank account on file with Payroll. Employees will receive their reimbursement remittance to their BSCD email account and funds will be deposited in their account within 1-3 business days. This transition will begin in February 2023, with full implementation by March 2023.