

CHAPTER 10

10.10 TRANSPORTATION TRAVEL ALLOWANCE

10.10.1 Policy

It shall be the policy of the Marshall County Board of Education to pay the reasonable travel expenses of any employee or board member, provided said expenses were incurred in the execution of duties authorized by the superintendent and/or board of education.

Also see: Section 1.2.5

10.10.2 Mileage Rates

The mileage rate for personnel vehicle use on official board business shall be reimbursed at the current IRS approved rate.

No allowance shall be made, except upon sworn itemized statements by all personnel, including the superintendent and assistant superintendents.

10.10.3 Other Travel Expenses (Revised 05/09/95)

To be paid only in accordance with the general policy (Section 10.10.1) and the board's most recent actions on payment of expenses. Receipts are required for lodging, airline tickets, parking tolls and registration. A meal allowance shall be reimbursed for actual expenditure to a maximum amount in accordance with the most recent action of the Board of Education.

10.10.4 Travel Allowance Statute (Revised 05/09/95)

The board may reimburse the superintendent from the current expense fund for traveling expenses incurred in the performance of his/her duties. However, no allowance shall be made except upon sworn itemized statements.

(West Virginia Code, Chapter 18, Article 4, Section 9)

10.10.5 Teacher Travel Allowance (Revised 05/09/95)

Teachers who work in several schools may be eligible for travel reimbursement according to the following regulations at a rate set by the board:

1. A teacher must be working in more than two schools per week to be eligible for travel reimbursement.
2. If the traveling teacher goes to a school for the entire day, he/she is not eligible for travel reimbursement for that day.
3. On days the traveling teacher works in two or more schools, the first school visited becomes the base school for the day, and travel from that base school to the one or more other schools visited on that day and back to the base school is reimbursable.

10.10.6 Other Travel Allowance

Personnel, whose employment does not declare entitlement, must request permission of the superintendent and have Board approval for any expense reimbursement.

10.10.7 Travel Advance (Adopted 05/09/95)

Employees requesting a travel advance must complete a travel form for an estimated amount two weeks prior to a pending trip. The estimated expenditure must be approved by the Superintendent before an advance is issued. Advances are limited to 80% of the estimated travel expense. Advances must be shown on the regular travel reimbursement form when they are submitted to county office officials for payment.