

In-County Travel Reimbursement Standards

Employees performing required JCPS business travel will be reimbursed at the approved mileage rate along with incidental expenses, such as parking. All JCPS employees should look for the most efficient way to achieve our duties. Travel is only reimbursable if the underlying transaction is allowable. JCPS facilities should always be used in lieu of commercial sites.

What mileage is reimbursable?

Mileage, by the most direct, logical route, is reimbursable if it supports a required JCPS program or activity. The rule-of-thumb is not whether it supported a JCPS program but whether it was required for the success of the JCPS program. For example:

	Allowable?	Notes
Itinerant teacher traveling between locations	Yes	
Traveling between JCPS locations	Yes	
Bookkeeper making bank deposit/post office	Yes	
Bookkeeper buying fundraiser items	No	Should be paid from fundraiser proceeds
Attending co-worker's funeral	No	
Picking up staff gifts/ retirement gift ‡	No	May be paid from adult activity funds
Lunch meeting with co-workers ‡	Yes	Adult activity funds <u>only</u>
Meeting with parents, students or community	Yes	Allowable if attendance is required
Staff instructing home or hospital-bound student	Yes	
Pick up vending snacks	Yes	Activity funds only (vending account)
Pick up non-bid items	No	
Community-based instruction	Yes	
Chaperoning students	Yes	
Errands for school	Yes	Adult activity funds <u>only</u>
Errands for student items	Yes	Activity funds only
Pick up food for a staff meeting ‡	Yes	Adult activity funds <u>only</u>
Pick up food for meeting with parents, students, and community	Yes	Only from grant or activity fund account paying for the food
Meeting at restaurant, country club, or commercial dining facility	Yes	Parent, student, or community meetings only; must attach agenda; must justify why JCPS facility not used

‡ Staff gifts, retirement gifts and staff food are only allowable from adult activity funds

Some exceptions apply for certain grant funds. Contact Grants & Awards if you have questions.

Refer to JCPS Travel Guidelines for current reimbursement rate and further directives:

<http://www.jefferson.k12.ky.us/Departments/FinancialServices/Travel.html>