

***When employees of the Carteret County Public School System travel locally as part of their work, Policy 7650-R governs the procedures for travel expenses and for reimbursements. This flyer provides information about that policy and how to file for reimbursements for local travel expenses.***

Carteret County Public School Policy 7650 states: *“The board may reimburse employees for reasonable and necessary travel and other expenses incurred while performing school system business. All employee requests for reimbursement for travel or other expenses are subject to this policy. The superintendent and finance officer are responsible for developing and disseminating forms for requesting travel and other expense reimbursement, for maintaining and disseminating current information concerning applicable reimbursement rates, and for establishing any procedures or regulations necessary to implement this policy.”*

Policy 7650 also states: *“Employees who use their personal vehicle to travel in the performance of their official job duties will be reimbursed at the current district rate for mileage incurred when traveling for job-related activities, subject to budgetary limitations. The superintendent may establish criteria for determining which employees are eligible for this mileage reimbursement.”*

To be reimbursed for travel, the travel must be performed while carrying out official school business as approved by the employee’s department head. Any miles traveled for personal or non-work-related reasons must be subtracted from the submitted travel miles when filing for reimbursement. Distance estimates are available on many Internet websites.

### COMMUTING GUIDELINES

It is important to note that “commuting costs” (as defined by the Internal Revenue Service) are not reimbursable costs under Board of Education policy. “Commuting costs” are defined as the travel between an employee’s residence and duty station and then back to the residence. Itinerant employee have multiple duty stations.

If employees “commute” from their residences multiple times during the day, the travel is still considered “commuting costs” and is not reimbursable according to IRS guidelines. An example of this would be a principal called to the school for an alarm at night. The principal is traveling from a residence to a duty station and, because this is commuting mileage, it is not reimbursable. After employees reach their duty stations, any travel incurred during the day that is necessary for assigned job duties is reimbursable.

### OBTAINING REIMBURSEMENT

In order to be reimbursed for local travel, employees must be assigned job duties that require travel. Employees are only entitled to reimbursement for travel to locations that are necessary for job duties. Employees must file for reimbursement in a reasonable timeframe, which is typically within 30 days of the end of the month in which the travel occurred.

Reimbursement requests for prior fiscal years may be denied because annual budgets do not provide for travel reimbursements from prior years. To obtain reimbursement, complete the electronic form found on the Carteret County Public Schools’ website. The form is under the Finance Department’s page. Completing the form electronically is quick and easy, and it calculates the totals. Print the form and submit it to the appropriate supervisor for approval. The form should then be submitted to the Finance Department. Please be sure the form includes all the required information. Incomplete forms may cause a delay in the reimbursement. The travel distances claimed are often audited for accuracy, and may be reduced without notice if an error is found.

### REMINDERS

When submitting travel reimbursement forms, be sure:

- All required personal information is complete;
- All destinations are clearly identified (use addresses when visiting sites not operated by the school district), and all mileage shown – including round-trip - is accurate and complete; and
- All required approval signatures are obtained.

*The Financial Department strives to send out mileage reimbursement within two weeks of receiving the completed form. For additional information, please call 252-728-4583, ext. 1134*