

**AUTHORIZED TRAVEL EXPENSES:**

Prior to authorization of travel, each officer, employee, or other person acting on behalf of the Bay Haven Charter Academy, Inc. Board shall consider the greatest possible economy and the avoidance of unnecessary travel. Adequate documentation is required for all **authorized** travel. **Preauthorization** is required. If authorization is not given by administration, there will be no reimbursement of travel expenses.

**In County Travel: CEO, CFO, Human Resources Coordinator, Haven “Central Office” Staff, School Administrative Staff, School Bookkeepers.**

In-county travel by the CEO, CFO, Human Resources Coordinator, Haven “Central Office” Employees, School Administrative Staff, and School Bookkeepers shall be reimbursed at IRS rate that is in effect as of July 1<sup>st</sup> of that fiscal year. Mileage shall be computed from the official headquarters of the employee to each destination, or from initial destination to subsequent destinations. No reimbursement shall be paid for travel between an employee’s home and his/her official headquarters. However, if an employee travels from home to a temporary work location in the morning or returns home from a temporary work location in the afternoon, the temporary work location or locations shall be deemed to be the official headquarters for computing travel for that particular day.

Official odometer readings must be kept on Odometer Record Form (see attachment). The Mileage Reimbursement Form with attached Odometer Record Form must be turned in to the Budget and Finance Officer on the 15<sup>th</sup> and the last day of every month in order to receive timely payment.

**Out-of-County Travel: CEO, CFO, Human Resources Coordinator, Haven “Central Office” Employees, School Administrative Staff.**

One Day Trips: Travel expenses by the CEO, CFO, Human Resources Coordinator, Haven “Central Office” Staff, and School Administrative Staff not requiring travel past midnight or beyond 24 hours shall be reimbursed as follows:

1. Mileage: The employee must first compare the rate of rental car plus gas vs the use of the own personal vehicle. If renting a car is more cost efficient, the employee shall rent a car. If the use of a personal vehicle is authorized, mileage shall be reimbursed at the IRS rate that is in effect on July 1<sup>st</sup> of that fiscal year. If travel is by common carrier, the actual cost of travel based on standard coach fares, shall be reimbursed if employee pays for this out of pocket.
2. Meals: The traveler shall be entitled to meal allowances as follows:
  - a. Breakfast: \$9 – Travel begins before 6am and extends beyond 8am;
  - b. Lunch: \$12 – Travel begins before noon and extends beyond 2pm;
  - c. Dinner: \$19 – Travel begins before 6pm and extends beyond 8pm.

**NOTE:** The employee shall not receive reimbursement for any meals provided by conference or another entity.

Trips in Excess of 24 hours or Requiring Overnight Travel. Trips in excess of 24 hours or requiring travel beyond midnight shall be reimbursed as follows:

1. Mileage: The employee must first compare the rate of rental car plus gas vs the use of the own personal vehicle. If renting a car is more cost efficient, the employee shall rent a car. If the use

of a personal vehicle is authorized, mileage shall be reimbursed at the IRS rate that is in effect on July 1<sup>st</sup> of that fiscal year. If travel is by a common carrier, the actual cost of travel, based on standard coach fares, shall be reimbursed.

2. **Lodging:** The employee shall first seek to pay for lodging using school purchase order, school check or school credit card. If none of those options are available, and reimbursement is sought, the employee shall be reimbursed the actual cost of lodging based on single occupancy rate (or rate of available room). Normally, travelers requiring an overnight stay will stay at the site hosting a convention/conference or at a hotel located conveniently to the convention/conference site.
3. **Meals:** The traveler shall be entitled to meal allowance as follows:
  - a. Breakfast: \$9 – When travel begins before 6am and extends beyond 8am;
  - b. Lunch: \$12 – When travel begins before noon and extends beyond 2pm;
  - c. Dinner: \$19 – When travel begins before 6pm and extends beyond 8pm.

**NOTE:** The employee shall not receive reimbursement for any meals provided by hotel, conference, or another entity.

**Out of State Travel: CEO, CFO, Human Resources Coordinator, Haven “Central Office” Employees, School Administrative Staff.**

All out of state travel by employees must be specifically approved in advance by the CEO or his/her designee. No reimbursement of any kind shall be made without the CEO or his/her designee’s approval. Pre-approval is paramount.

**FACULTY AND INSTRUCTIONAL STAFF TRAVEL:**

The Professional Development Team along with School Administration will oversee all faculty and instructional staff travel requests. Allocation of travel funds will be at the discretion of the CEO, School Administration, and the Professional Development team, in concert with the Chief Financial Officer.

A Professional Leave Request form must be submitted to the Professional Development Team. The Professional Development Team will then forward request to School Administrator for approval. When feasible, if multiple employees need to receive the same training, that training will be provided on site if the cost will be less to do so.

**Lodging:** Once the School Administrator has approved the instructional travel request, the Professional Development Team will then make accommodations for the instructional employee or employees. Normally, travelers requiring an overnight stay will stay at the site hosting a convention/conference or at a hotel located conveniently to the convention/conference site which is reasonable in cost. When one or more instructional employee is attending a conference, there is an expectation of shared accommodations consisting of two same gender adults per room. If the Professional Development Team is unable to make payment for the rooms in advance or by company credit card, and the traveler seeks reimbursement for lodging, lodging will be at the double occupancy rate (or rate of available room).

**Meals:** All travelers shall be allowed the following amounts for meals while on travel that is approved by CEO, School Administrator, and Professional Development Team:

- a. Breakfast: \$9 – When travel begins before 6am and extends beyond 8am;

- b. Lunch: \$12 – When travel begins before noon and extends beyond 2pm;
- c. Dinner: \$19 – When travel begins before 6pm and extends beyond 8pm.

**NOTE:** The employee shall not receive reimbursement for any meals provided by hotel, conference, or another entity.

Transportation: The employee must first compare the rate of rental car plus gas vs the use of the own personal vehicle. If renting a car is more cost efficient, the employee shall rent a car. If the use of a personal vehicle is authorized, mileage shall be reimbursed at the IRS rate that is in effect on July 1<sup>st</sup> of that fiscal year. If travel is by a common carrier, the actual cost of travel, based on standard coach fares, shall be reimbursed. When one or more persons are traveling to same conference, group travel is expected. Where applicable, the Professional Development Team will decide what is most economical.

### **General Guidelines:**

#### **Computation of Mileage:**

1. In-County: In accordance with the District mileage schedule or odometer reading from the point of departure to the destination, whichever is less.
2. Out-of-County: In accordance with the mileage chart established on the official State road map, plus any justifiable vicinity mileage or odometer reading from the point of departure to the destination, whichever is less.
3. Out-of-State: In accordance with the traveler's odometer reading.

When more than one employee is going to the same destination, travel shall be coordinated where practical and economical. No traveler shall be allowed mileage reimbursement for using their own vehicle out of convenience. No traveler shall be allowed either mileage or transportation reimbursement when he/she is gratuitously transported by another person or when he/she is transported by another traveler who is entitled to mileage or transportation expense. However, a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for his/her fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to transportation expense for the same flight.

Reimbursement may be reimbursed for tolls, taxis, Ubers, Lyfts, Rideshare, and registration fees when properly documented. However, if a meal is included in a registration fee, the traveler is not entitled to meal allowance for that meal. No reimbursement may be authorized for gratuities over and beyond meal allowances. No reimbursement may be authorized for alcoholic beverages.

Advance payment of registration fees may be requested by purchase requisition. However, if the traveler fails to attend the meeting, the traveler shall be responsible for reimbursing Bay Haven Charter Academy, Inc. for the fee actually paid.

The following incidental travel expenses will be reimbursed upon submission of receipts:

1. Taxi, Uber, Lyft, or Rideshare fares
2. Ferry Fares
3. Bridge, road, and tunnel tolls
4. Storage and parking fees

5. Communication expense, when applicable (hotel internet, phone use for official business)
6. Luggage Fees

Reimbursement of Claims: All claims for reimbursement of travel expenses shall be submitted on forms provided by the Accounting and Finance Department, and shall contain receipts for lodging, when applicable, and for other reimbursable expenses, exclusive of meals. All taxes shall be reimbursed; however, before travel, the traveler should obtain the Sales Tax-Exempt Certificate from the school so that sales tax will not be charged on lodging and other expenses. All claims shall also be signed by the traveler attesting to the fact that the travel was approved for official purposes and the expenses were actually incurred by the traveler as necessary traveling expenses in the performance of his/her official duties. Official odometer readings must be kept on Odometer Record Form (see attachment). The Mileage Reimbursement Form with attached Odometer Record Form must be turned in to the Budget and Finance Officer with Travel Expense Form. A supervisor's approval shall not be required on claims submitted by the CEO, CFO, or Human Resources Coordinator.

Family Travel: In the instance of family traveling with traveler, where there was a more economical way of traveling, the traveler will not receive mileage reimbursement nor travel reimbursement, such as tolls. If a common carrier is used for travel, the traveler will only receive reimbursement for themselves. The traveler will also only receive lodging reimbursement at single occupancy rate. All expenses for family must be paid for by traveler and not by school funds.

Fraudulent Claims: Pursuant to the provisions of § 112.061(11), Fla. Stat, any person who willfully makes and subscribes any claim which he/she does not believe to be true and correct as to every material matter or who willfully aids or assists in, or procures, counsels, or advised the preparation or presentation of a claim which is fraudulent or is false in any material manner, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, shall be guilty of a misdemeanor of the second degree, punishable by law. Additionally, whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.



**BAY HAVEN CHARTER ACADEMY, INC.**

**MILEAGE REIMBURSEMENT FORM**

*(Odometer Record Form attached)*



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Employee Name: \_\_\_\_\_

Date Range included: \_\_\_\_\_

Total Miles Claimed: \_\_\_\_\_

Total Mileage Reimbursement: \_\_\_\_\_  
*(2020 Mileage Rate: 57.5 cent per mile)*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor (print name): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**BAY HAVEN CHARTER ACADEMY, INC.**  
**Odometer Record Form**  
*(must be submitted with Mileage Reimbursement Form)*



Employee Name: \_\_\_\_\_

Report Location: \_\_\_\_\_

Date	Starting Point	Destination	Odometer Beginning	Odometer Ending	Total Miles	Purpose of trip/Remarks