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All forms referenced in this document are available for download from the Fayette County Public Schools website at https://www.fcps.net/Page/5490
I. Introduction

This handbook is for guidance and accountability in fiscal matters related to travel and professional development as described under 200 KAR2:006 reimbursements for travel policy for the Commonwealth of Kentucky Finance and Administration Cabinet. Fayette County Public Schools (FCPS) mirrors state travel policies where applicable to comply with this policy and the auditor of public accounts’ best practice recommendations for public and nonprofit boards. To assure compliance with both regulatory agencies, we have revised our policies on professional travel and reimbursement effective July 15, 2015 going forward. These procedures apply to all FCPS travelers as district employees, all individuals traveling on the district’s behalf, and all funds administered by the district. Amendments to this document may be made to accommodate changes in business practices throughout the fiscal year.

Following are highlights of some of the changes and important areas of the FCPS travel policy. Complete details are incorporated into this revision of the FCPS Professional Leave and Travel Handbook under the new policies:

a) **All professional development leave that requires overnight stay must be prior approved** by the school board, regardless of the rationale for the leave.

b) **All anticipated expenses** including but not limited to lodging, meals, registration and transportation-related cost must be included on the Professional Leave/Substitute Request form for the board agenda including all costs, regardless of the funding source.

c) **Field trips are not considered Professional Leave and thus per diems and reimbursement of expenses as it applies to this policy are not permitted. (please see attached memo regarding field trip reimbursement requests)**

d) All travelers must complete a pre- and post-PD form that should be maintained by the traveler’s supervisor to document the purpose and reflections of the professional development.

e) **Multiple travelers** within the same department or school must submit the Professional Leave/Substitute Request form at the same time to assure transparency for the board’s approval when applicable.

f) **Subs:** If a traveler has to replace another traveler who has already been submitted and approved on the board agenda, the replacement traveler has to submit all of the required paperwork to the board, following the steps in this section. This will inform the board of the changes in staff.

g) **Certification of accuracy of expense reports:** By signing the travel reimbursement request, the traveler is certifying the accuracy of all of the information and the legitimacy of the travel.

h) Administrators may not approve their own travel reimbursements; their immediate supervisor must sign their travel leave form before they route it to the Department of Financial Accounting and Benefit Services for final review and approval.

i) A name badge or certificate of attendance must be submitted with reimbursement requests.

j) The total final reimbursement amount cannot exceed 10 percent of the estimated expense amount on the original board-approved Professional Leave Request Form, with the exception of flight costs.

k) **If the professional development ends at or after 4 p.m. eastern standard time, the traveler will need prior approval** from their immediate supervisor to stay overnight, and the traveler is expected to depart before noon the next day. In all other cases, the traveler is required to come back the day the professional development ends. Per Section III:

l) **Traveler must submit a copy of either their hotel bill or flight itinerary upon requesting for reimbursement to document the travel times related to your reimbursement.**

m) If a trip is within four hours travel time, the traveler shall drive and be reimbursed for mileage. Any trip over four hours may have the option of flying.

n) Travel agencies are not allowed to be used unless for out-of-the-country travel because of related additional fees and costs.

o) A flight itinerary receipt or ticket stub/invoice reflecting the cost and the flight times is required for reimbursement.
The cost of flight insurance purchased strictly for life insurance for the individual ticket holder WILL NOT be covered by the district. This is a personal preference expense that the traveler must pay. However, the cost of flight insurance purchased for flight protection in case of flight cancellation or delays WILL be covered by the district.

The district will only approve the cost of one seat per traveler.

Any fees charged for baggage beyond the standard weight limits allowed by the flight courier will not be reimbursed by the district.

The district will allow only one checked bag per person. All additional bags checked by travelers above the one approved checked bag will be the traveler’s responsibility to pay for – not the district.

Mileage Reimbursement Forms should be submitted at a minimum monthly and at a maximum quarterly. If forms are submitted with more than three months of information, they may be denied for reimbursement.

Rental cars must be PRIOR approved by the Board of Education. If the conference and hotel are in the same location, the rental car will be denied.

Justification must be documented citing the savings over taxi or other means of travel. Justification must also be documented if you are renting a car larger than economy size, regardless of the amount that the traveler has been approved to spend on a car rental.

Only one tank of gas will be reimbursed (when returning the vehicle to rental company), regardless of amount of travel in rental car while at conference. Fuel must be purchased at a gas station at an economical rate, not at the rental car agency. Proof of purchase must be documented with a receipt. (Gas must be purchased at a gas station prior to returning the vehicle and documented with a receipt. DO NOT allow the rental company to refill the vehicle, as the charge is higher than the economical rate of fuel. This will not be reimbursed).

Traveler must also submit a copy of the original Professional Leave Request form with their Professional Leave for Reimbursement as documentation supporting prior approval for rental cars or other arrangements by the Superintendent and the board of education.

All mileage payments shall be based solely on address-to-address distances using MapQuest calculations. When traveling between locations, a MapQuest printout must be attached to substantiate the miles submitted or your mileage forms will be returned for the MapQuest paperwork. Detours: Employees may be reimbursed for extra mileage incurred due to unexpected detour routes having be taken because of road blocks, construction, etc; but the detour reason must be verifiable.

Travelers must be aware that lodging prices are subject to change because of economic conditions at the time of the trip. It is the traveler’s responsibility to seek the most economical rate. When applicable, ask for the state traveler rate, conference group rate or government rate.

Reimbursement for valet parking at a hotel shall only be reimbursed if there is no other option for parking. Reimbursement for lodging will not be approved unless the location is more than 60 miles one-way from Fayette County. NOTE: Mileage will be allowable as described under Section B of this handbook.

Meals: A traveler shall be eligible for reimbursement for breakfast, lunch and/or dinner meal expenses only if overnight stay is required.

FCPS follows the per diems set by the Commonwealth of Kentucky Finance and Administration Cabinet travel policy. KDE reviews and updates its policy every quarter; therefore the per diems are subject to change based on any changes made by KDE. Since FCPS reimburses on a per diem, RECEIPTS FOR MEALS ARE NOT REQUIRED.

A traveler may not be eligible for per diem meals if meals are included as part of the conference. It is the traveler’s responsibility to contact the conference ahead of time for special meal requests related to allergies, special diets, etc.

Travel expense high rate areas: FCPS recognizes every location outside of Kentucky and Kentucky’s surrounding seven border states of West Virginia, Virginia, Tennessee, Missouri, Illinois, Indiana and Ohio as a high rate area. IF the traveler flies to a Kentucky border state, the high rate will be effective. Every location within Kentucky or the seven border states is considered low rate IF the employee is driving.

Meals as part of the conference/professional development must be hot meals for breakfast, lunch and dinner. Cold breakfast such as continental breakfast or appetizers as part of a reception for lunch or dinner are exempt from the requirements outlined in item #1 under Meals in Section D.
Airline change fees: When a traveler requests any changes after the airline ticket has been issued, the traveler is responsible for all fees associated with any requested changes.

**NOTE:**
If Professional Development was all inclusive and the itemized hotel/flight receipts are not attainable, then the following supporting documentation will be required:
- Copy of PD Agenda
- Copy of PD Leave Request

### II. Procedures for Requesting Professional Leave

#### A. Professional leave

Is leave granted to any certified or classified employee of Fayette County Public Schools to participate in educational related and/or professional growth and development activities. All professional leave must have prior approval from the Board of Education except for the following exclusions:

- State- or district-mandated training programs for employees (e.g. blood-borne pathogens, CPR, Kentucky Internship Program, initial certified evaluation training, and instructional leadership training provided by the district).
- District- or school-planned/sponsored meetings, retreats or workshops that take place within Fayette County.
- With prior director/principal approval, any non-district or school-planned/sponsored meetings, retreats, workshops and/or other professional development activities that may occur outside of Fayette County.
- Any operational /business planned meetings and/or professional leave that does not require an overnight stay.

**NOTE 1:** All professional leave that requires an overnight stay must be prior approved by the school board, regardless of the rationale for the leave.

**NOTE 2:** All PD requirements for the Professional Development Office must be followed at all times.

**NOTE 3:** Anyone incurring expenses without prior authorization may be denied reimbursement and held personally liable for all expenses.

- **NOTE 4:** Field trips are not considered Professional Leave and thus per diems and reimbursement of expenses as it applies to this policy are not permitted. [Please see attached memo regarding field trip reimbursement requests on page 17.]

**NOTE 5:** If Professional Development was all inclusive and the itemized hotel/flight receipts are not attainable, then the following supporting documentation will be required:
- Copy of PD Agenda
- Copy of PD Leave Request

#### B. Approval criteria

The professional leave activity must either be a part of the professional growth plan of the employee or must be related to the goals of the district or school or to the district’s or school’s Comprehensive Improvement Plan.

Prior to taking professional leave and/or requesting a substitute, a Professional Leave/Substitute Request Form shall be completed by the traveler. This form is then submitted to the traveler’s immediate supervisor for
approval. All anticipated expenses including but not limited to lodging, meals, registration and transportation-related costs must be included on the Professional Leave/Substitute Request form for the board agenda, regardless of the funding source. The completed form is then submitted to the appropriate principal or director and to the applicable budget manager for approval. If approved, it is sent to the Office of Professional Development, either by fax or courier, for inclusion on the next board agenda. If not approved, it is returned to the traveler. If school professional development funds are being requested, the school’s PD representative must sign the form. Additionally, all overnight travelers must complete a pre- and post-PD form that must be maintained by the traveler’s supervisor to document the purpose and reflections of the professional development. Please note that these documents are subject to planned and unplanned reviews by district staff and auditors. [https://www.fcps.net/Page/5473](https://www.fcps.net/Page/5473)

The combined Professional Leave/Substitute Request and all related forms are available on the FCPS website under the staff portal ([https://www.fcps.net/Page/5473](https://www.fcps.net/Page/5473)) and may be completed online or downloaded and then completed by hand. Requests must be received by the Office of Professional Development by the published board agenda due dates. Requests missing the agenda due dates may be considered by the appropriate school/department director if warranted.

If Title 1 funds are used, a PD Post Form should be submitted to the traveler’s supervisor for placement in the employee’s professional growth folder and a copy shall be submitted to the Title I Office. **Important notes:**

1. **Multiple travelers** within the same department/school must submit the Professional Leave/Substitute Request form at the same time to assure transparency for the board’s approval when applicable.
2. **Subs:** If a traveler has to replace another traveler who has already been submitted and approved on the board agenda, the replacement traveler must submit all of the required paperwork to the school board following the steps in this section. This will inform the board of the changes in staff.
3. It is the traveler’s responsibility to secure an approvable replacement if the district has paid in advance any fees related to the professional development or secure a refund for such fees if there will be no replacement. The traveler is ultimately responsible for all fees paid in advance for professional development they did not attend, and the employee must reimburse the district immediately if a replacement or refund does not occur.

**Step 1:**
Complete the Professional Leave/Substitute Request Form ([https://www.fcps.net/Page/5473](https://www.fcps.net/Page/5473)). All applicable fields must be completed. All anticipated expenses, including the cost of a substitute, shall be estimated on this form.

**Step 2:**
Submit the completed Professional Leave/Substitute Request form to the immediate supervisor for approval (if applicable).

**Step 3:**
Enter the leave request on AESOP (if applicable).

**Step 4:**
Submit the approved form to the principal/director for approval.

**Step 5:**
If applicable, submit the approved form to the school’s PD representative, who must approve if school professional grant funds are being requested.

**Step 6:**
Submit the approved form to the budget manager (if different than principal/director) for funding approval. Please note that 3 signatures are needed if expenses being claimed are being paid by Professional Development funds.
Step 7:
If funding is approved, the budget manager will submit the form to the Office of Professional Development via personal delivery or courier for inclusion on the next school board meeting agenda. If leave/funding is not approved, the forms shall be returned to the traveler.

Step 8:
A PD Post form should be completed and submitted to the traveler’s director/principal immediately following the professional leave. NOTE: If Title I funds are used to pay for any portion of the professional leave, completion of a PD Post form is required. [https://www.fcps.net/Page/5473](https://www.fcps.net/Page/5473)

C. Professional leave limitations: An employee may be approved for no more than ten (10) work days of professional leave during a school calendar year for overnight stays. 1. The superintendent may approve an employee’s exceeding this total if the additional leave request is in the best interest of the school district. 2. State- or district-mandated training programs (such as CPR) do not count toward the 10 days allowed per school calendar year. Occurrences of multiple travelers attending the same activity (workshop or seminar) are discouraged unless it is necessary for efficiency and effectiveness to maximize training opportunities.

Substitutes will be provided on a limited basis to travelers requesting field trips and/or professional leave activities that occur on Mondays, Fridays, days before and after scheduled breaks in the school calendar, and the first school day or last school day of the year.

If a traveler is unable to attend a professional leave activity/event for which the district/school has already paid, the traveler is responsible for reimbursing the district/school for the cost unless traveler is able to find a suitable replacement to attend in their place.

Certification of accuracy of expense reports: By signing the travel reimbursement request, the traveler is certifying the accuracy of all of the information and the legitimacy of the travel. The signature of the traveler’s supervisor certifies that he or she agrees that the travel was necessary and the requested reimbursements are proper. All signatures must be original. No stamped signatures will be accepted. The reimbursement must be approved by the traveler’s supervisor.

Administrators may not approve their own travel reimbursements; their immediate supervisor must sign their travel voucher before they route it to the Department of Financial Accounting and Benefit Services for final review and approval.

D. Non-district leave: Requests from the Kentucky Department of Education for a representative of a school will be honored when judged appropriate. The official request must be sent to the superintendent, who will review the request with the traveler’s supervisor before issuing written approval. A copy of the written approval must be submitted with the request for professional leave.

Travelers who are serving as elected or appointed officers or members of a board of directors of a state, regional or national organization may be granted professional leave to serve in that capacity, but must have prior approval from the superintendent. Expenses associated with such professional leave, including the cost of the substitute, will not be reimbursed by district/school funds unless required by state law and/or the traveler is attending professional development as part of their individual growth plan.

State- or district-mandated training programs for employees (e.g. blood-borne pathogens, CPR, Kentucky Teacher Internship Program, initial certified evaluation training, and instructional leadership training provided
by the district) do not require professional leave and do not count toward the 10 days allowed during a school calendar year.

Click on the link below to access the Request for Professional Leave and Substitute form.
https://www.fcps.net/Page/5473

III. Procedures for Reimbursement of Travel Expenses

A. Reimbursement for meals requires overnight stay and your reimbursement request will be cross-referenced between the dates listed on the board agenda that were approved and the dates on your reimbursement. AND

B. The traveler must submit a certificate of attendance; OR

C. Name badge as proof of attendance. OR

D. Trip certification or Proof of Attendance affidavit form if item “B” or “C” is not available.

E. Proof of payment required when traveler is paying with personal check (copy of cancelled check). If paying with personal credit card, the original receipt must indicate the credit card information or traveler submits the credit card statement showing the charge for traveler’s expense.

*NOTE:
If Professional Development was all inclusive and the itemized hotel/flight receipts are not attainable, then the following supporting documentation will be required:

- Copy of PD Agenda
- Copy of PD Leave Request

General information

A. Reimbursable expenses: All travel must meet all three criteria of being reasonable, allocable and allowable. For professional leave, only travel-related expenses for transportation (including baggage fees), lodging, and/or registration are eligible for reimbursement. Original receipts are required for reimbursement of all expenses, regardless of the amount, with the exception of meals, which are paid according to established per diem rates (see “meals” in this section) and reasonable expenses for in-state toll charges and baggage handling. Travelers may be reimbursed for eligible expenses only if the professional leave was approved by the school board (see Section II) and the total reimbursement does not exceed 10 percent of the estimated expense amount on the original, board-approved Professional Leave Request Form, with the exception of flight costs. Travel expense accounts are open to the public and must be able to sustain the test of public review. Additionally, reimbursements may only be requested after the traveler has returned from professional leave.

For mileage expenses not related to professional leave, refer to “Car/Travel Mileage Reimbursement” in this handbook.
B. **Non-reimbursable expenses:** Personal expenses such as alcoholic beverages, toiletries, clothing and entertainment are not eligible for reimbursement. The costs of meals are not eligible for reimbursement unless an overnight stay is required while traveling. Valet parking or resort fees are not eligible for reimbursement unless no other option is available.

C. **Good steward practice:** Travelers shall use the most economical, standard transportation available when traveling and the most direct and usually traveled routes. If a trip is within four hours travel time, the traveler shall drive and be reimbursed for mileage. For any trip over four hours, the traveler may have the option of flying or driving. However, if a traveler chooses to drive and the travel time is over four hours, they shall only be reimbursed for either the mileage cost or the equivalent of the airfare for the corresponding trip, whichever is less.

D. **Timely submission of reimbursement requests:** Travelers shall submit requests for reimbursement within 30 days of return from professional leave or work-related regular travel. If a request is received outside the 30-day window, the request may be submitted to the traveler’s Cabinet-level director for determination on whether to submit it for payment. Any request over 60 days will be submitted to the traveler's Cabinet-level director for determination on whether to submit it for payment. The director of Financial Accounting and Benefit Services reserves the right to deny any reimbursement request deemed incomplete or inappropriate for reimbursement.

E. **Personal travel added to business travel:** Expenses associated with excursions or “side trips” taken while on professional leave shall be paid by the traveler. **Prior to taking the professional leave,** the traveler must document the costs related to excursions or side trips by comparing the cost of travel with and without the excursion or side trip. This documentation must be attached to the Travel Reimbursement Request. If the traveler did not obtain written documentation of the cost, the traveler may be ineligible for reimbursement or required to pay the district the cost of the trip. MapQuest shall be used to obtain mileage distances to/from each location, city to city only.

**Examples**

a. A traveler attended a PD conference in Atlanta that officially started on Tuesday and ended on Friday. The traveler added a side trip by choosing to stay through Sunday. The cost of the flight for the official conference timeframe of Tuesday through Friday was documented at $325 round-trip. The traveler booked the flight for arrival on Tuesday and return on Sunday to include the side trip and the cost was $400. Thus the flight cost $75 ($400 less $325) more than what was allowable. The traveler **MUST document this prior to the trip with written proof** and would be required to pay the additional $75 prior to date of travel.

b. A traveler attended a PD conference in Atlanta that officially started on Tuesday and ended on Friday. The traveler added a side trip by choosing to stay through Sunday. The cost of the flight for the official conference timeframe of Tuesday through Friday was documented at $325 round-trip. The traveler booked the flight for arrival on Tuesday and return on Sunday to include the side trip and the cost was documented at $300. The actual flight cost was $25 less than the allowable cost of the official cost even though the side trip lasted through Sunday. The traveler would still have to document this prior to the trip with written proof and would not be required to pay any side trip cost difference because the cost of the flight was less than the official conference timeframe flight. If the traveler did not get written documentation of the cost, the traveler may still be required to pay the district or not be reimbursed for the allowable cost because the comparative written documentation is not provided.

**NOTE: IN BOTH EXAMPLES ABOVE, UNDER NO CIRCUMSTANCES WILL THE**

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DISTRICT PAY OR REIMBURSE THE TRAVELER FOR ANY ADDITIONAL COST RELATED TO THE SIDE-TRIP EXCURSION. THIS INCLUDES, BUT IS NOT LIMITED TO, LODGING, RENTAL CARS AND PER DIEM MEALS.

Travel expense reimbursement process:

Step 1: Within 30 days of return from professional leave or work-related regular travel, a Request for Reimbursement Form or Mileage Reimbursement Form must be completed. All applicable fields must be completed or reimbursement may be delayed.

These forms are available at [https://www.fcps.net/Page/5490](https://www.fcps.net/Page/5490)

Attach to the Request for Reimbursement Form documentation of all expenses (i.e. original receipts, airline ticket stubs, hotel bills, side trip cost-comparison documentation.) Additionally, proof of attendance at the professional leave events must be attached (i.e. certificate of attendance.)

NOTE RELATED TO HOTEL BILLS: If incidental expenses (such as pay-per view movies) are incurred by the traveler, these expenses are not reimbursable and must be invoiced separately to the traveler. Hotels will provide a separate invoice for any expenses charged to the room that are not part of the room rate.

Step 2: Submit the completed Request for Reimbursement Form with attachments to the immediate supervisor for approval.

Step 3: The supervisor submits the Request for Reimbursement Form to the budget manager for approval. Please note that 3 signatures are needed if expenses being claimed are being paid by Professional Development funds.

Step 4: The budget manager submits the Request for Reimbursement Form to Financial Accounting and Benefit Services for approval and payment.

Getting reimbursed: A Professional Leave Reimbursement with attached receipts must be completed by the traveler and submitted to the traveler’s supervisor, who will forward to the applicable budget manager after approval. This form should be completed within 30 days of your return from professional leave.

1. The form is available for downloading on the FCPS staff portal ([http://my.fcps.net/forms](http://my.fcps.net/forms)). This form must be completed in its entirety before it can be submitted to the budget manager. All required fields must be filled in accordingly. If this is not completed, your reimbursement may be delayed.

2. If a certificate of attendance (or “PD certificate”) is awarded, a copy of the certificate MUST also be submitted. Proof of the actual dates of the professional development must be provided to assure proper reimbursement. Please note if your conference ends at or after 4 p.m. Eastern standard time that you will need prior approval from your immediate supervisor to stay overnight and you are expected to depart before noon the next day. In all other cases, you are required to travel back the day the professional development ends. Per Section III:

3. Traveler must submit a copy of either their hotel bill or flight itinerary upon requesting for reimbursement to document the travel times related to your reimbursement.
A. Reimbursement requires overnight stay and your reimbursement request will be cross-referenced between the dates listed on the board agenda that were approved and the dates on your reimbursement. AND

B. Traveler must submit a certificate of attendance; OR

C. Name badge as proof of attendance. OR

D. Trip certification or Proof of Attendance affidavit form if item “B” or “C” is not available.

Examples:

1. A traveler attended PD training in Atlanta that ended at 1 p.m. on Wednesday. This traveler would be required to travel back on Wednesday.

2. A traveler attended PD training in Atlanta that ended at 4 p.m. Wednesday. This traveler could travel back on Wednesday or immediately Thursday morning before noon if they received prior approval from their immediate supervisor.

Responsibility and enforcement:

- The traveler is responsible for complying with travel guidelines.
- The approver is responsible for accurately reviewing the expense reports for compliance.

Travelers who do not comply with the FCPS Professional Leave & Travel Policy Handbook may be subject to delay or withholding of reimbursement. Disregard for these guidelines may result in disciplinary action.

Click on the link below to access the Professional Leave Reimbursement form.

https://www.fcps.net/Page/5490

Transportation

Travelers shall use the most economical, standard transportation available and the most direct and usually traveled routes. If a trip is within four hours travel time, then the traveler shall drive and be reimbursed for mileage. Any trip over four hours may have the option of flying. However, if a traveler chooses to drive for any travel time over four hours, they shall only be reimbursed for the lower of mileage cost or the equivalent the airfare would have cost for the corresponding trip. NOTE: The four hour rule also applies to determining high and low rate in relation to bordering states.

A. Airline travel reimbursement

DISCLAIMER: The prices of airline tickets, baggage fees, and the rules for each airline courier are subject to change at the discretion of the carrier. Cost and rules need to be investigated by the traveler at each occurrence of booking a flight for a trip.

Professional Leave Reimbursement Forms for overnight stay shall be submitted within 30 days after each travel event. If all documentation is not submitted, then the reimbursement will be denied. For any travel
reimbursement requested outside the 30-day window, the form will be analyzed by the appropriate Cabinet-level director. The Department of Financial Accounting and Benefit Services reserves the right to deny any claim deemed incomplete or inappropriate for reimbursement.

- Reimbursement for the actual cost of commercial transportation shall be made upon submission of receipts with the **Professional Leave Reimbursement Form**.
- Travel agencies are not allowed to be used unless for out-of-the-country travel because of related additional fees and costs.
- Air fare shall be the lowest negotiated coach or tourist class.
- A traveler who obtains a nonrefundable airline ticket via a purchase order and does not use the ticket will be liable for the cost of the airline ticket.
- A flight itinerary receipt or ticket stub/invoice reflecting the cost and flight times is required for reimbursement.
- The cost of flight insurance purchased strictly for life insurance for the individual ticket holder **WILL NOT** be covered by the district. This is a personal preference expense that the traveler must pay. **However**, the cost of flight insurance purchased for flight protection in case of flight cancellation or delays **WILL** be covered by the district.
- The district will only approve the cost of one seat per traveler. If additional seats are needed for any reason, the additional cost for the extra seat will be at the expense of the traveler -- **NOT** the district.
- Any fees charged for baggage beyond the standard weight limits allowable by the flight courier will not be reimbursed by the district.
  a. The district will allow only one checked bag per person. All additional bags checked by travelers above the one approved checked bag will be the traveler’s responsibility to pay for – not the district.

B. **Car travel/mileage reimbursement**

**DISCLAIMER:** The mileage cost for a privately owned vehicle will be reimbursed at the rate to be adjusted based on the American Automobile Association (AAA) Daily Fuel Gauge Report for Kentucky for regular grade gasoline reported on June 1 and adjusted thereafter on Jan. 1, April 1, July 1 and Oct. 1 each calendar year; it’s based on the average retail price of regular grade gasoline for the week beginning on the second Sunday of the prior month. **However, any such mileage reimbursement shall not exceed the cost of airfare and associated allowable baggage to and/or from the professional leave destination listed on the originally approved professional leave request.**

Mileage Reimbursement Forms should be submitted at a minimum every 30 days or at a maximum every quarter. If forms are submitted with more than three months of information, then they **may** be denied for reimbursement. The Cabinet-level directors reserve the right to deny any claim they deem incomplete or inappropriate for reimbursement.
Written authorization to use a rental car while on professional leave must be obtained from the superintendent or designee PRIOR to submitting request for professional leave for board approval.

- Justification must be documented citing the savings over taxi or other means of travel.
- Justification must also be documented if you are renting a car larger than economy size, regardless of the amount that the traveler has been approved to spend on a car rental.
- If the conference and hotel are in the same location, the RENTAL CAR WILL BE DENIED.
- Only one tank of gas will be reimbursed (when returning the vehicle to rental company), regardless of amount of travel in rental car while at conference. Fuel must be purchased at a gas station at an economical rate, not at the rental car agency. Proof of purchase must be documented with a receipt. (Gas must be purchased at a gas station prior to returning the vehicle and documented with a receipt. DO NOT allow the rental company to refill the vehicle, as the charge is higher than the economical rate of fuel. This will not be reimbursed).
- Insurance coverage on a rental car WILL NOT be reimbursed, unless state law or company policy prevents you from using your personal car insurance.
- Traveler must also submit a copy of the original Professional Leave Request form with their Professional Leave for Reimbursement as documentation supporting prior approval of rental car or other arrangements by the Superintendent and the board of education.

Please note: You must document in advance whether you will be purchasing the rental insurance or using your own personal insurance. If using your personal insurance, you must provide a copy of your insurance card for yourself and any other drivers with your PD request documentation. By doing so, you agree that your personal insurance will cover any damages incurred, regardless of the payment source.

When using a non-board-approved rental car, the traveler must demonstrate proof (you must have actual receipts) of actual cab fare to and from the conference in order to be reimbursed and only if their Cabinet-level director and/or the Finance director approves.

1) Mileage for in-state travel shall be based on the mileage calculations provided by MapQuest. Out-of-state mileage shall also be calculated by MapQuest. (See www.mapquest.com). All mileage payments shall be based solely on address to address. When traveling between locations, a MapQuest printout should be attached to substantiate the miles submitted. NOTE: The traveler is responsible for submitting the printout of MapQuest calculation of mileage to document the request. If this information is not submitted with reimbursement paperwork, your paperwork will be returned to you and your reimbursement may subsequently be delayed.

2) Mileage commuting between home and work station shall not be paid. If a traveler’s point of origin for travel is the traveler’s residence, mileage shall be paid for the shorter of mileage between:
   a. residence address and travel destination address or
   b. Work station address and travel destination address
   c. Detours: Employees may be reimbursed for extra mileage incurred due to unexpected detour routes having been taken because of road blocks, construction, etc. but the detour rationale must be verifiable.

3) Vicinity travel and authorized travel within a claimant’s work station shall be listed on separate lines on the Request for Reimbursement.

4) If two or more travelers ride in the same automobile on an authorized trip, only the owner/operator is entitled to mileage reimbursement. NOTE: For valet parking, please reference No. 3 under Lodging.

5) For out-of-city travel, travelers are encouraged to use buses and subways. Taxi fare may be allowed when more economical transportation (e.g. shuttles or airport limousine service) is not feasible. Original receipts are required.

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6) For mileage related to the Lexington airport, the district will only reimburse mileage according to this handbook and the cost of long-term parking. NOTE: If a traveler chooses to take a taxi to the airport instead of using their own car, the district will only reimburse taxi costs up to the amount of the cost of long-term parking and related mileage for the term of the flight to and from the associated professional development.

7) Actual parking (not valet), bridge and highway toll charges shall be reimbursed.

8) Reimbursement will be made for reasonable incidental expenses for baggage handling, delivery of baggage to or from a common carrier, and lodging or storage if the charges relate to official business.

9) For School to School travel or School to Location travel, mileage shall be paid for the shorter of the mileage between school to school or school to location based on MapQuest. Detours based on preferences to avoid lights etc can be taken however mileage will only be reimbursed for the shortest distance between locations.

Click on the link below to access the Mileage Reimbursement Form and the Mileage Reference Guide (states historical mileage amounts).
https://www.fcps.net/Page/5490

C. Lodging

**DISCLAIMER:** Lodging shall be the most economical, as determined by considering location of the lodging. Facilities providing special government rates or commercial rates shall be used if feasible. Prices are subject to change because of economic conditions at the time of the trip.

**PROOF OF LODGING IS REQUIRED.**

1) A traveler shall be reimbursed for the actual cost of lodging if:
   a. The lodging is determined to be the most economical; and
   b. Traveler has provided the hotel, motel or other establishment’s receipt to be reimbursed for the travel expenses. *(Receipt must show zero balance.)*

   NOTE: This also includes professional development attended outside the work calendar.

2) Reimbursement for lodging shall not exceed the cost of a single room rate, except that if travelers share lodging, each traveler shall be reimbursed the lesser of single rate or one-half the double rate.

3) Reimbursement for valet parking at the hotel shall only be reimbursed if there is no other option for parking.

4) Reimbursement for resort fees will only be allowed if the cost is included in the room total. When the resort fees are optional, the traveler is responsible for payment.

5) Reimbursement for lodging will not be approved unless the location is more than 60 miles one-way from Fayette County and overnight stay is required with prior board approval. **NOTE: Mileage will be allowable as described under Section B of this handbook.**

6) The district will not reimburse for related costs deemed out of scope of the responsibility of the district such as but not limited to bed bugs, fires, flooding, etc.

7) A traveler can stay with someone such as family or friends instead of staying at a hotel for lodging. In such cases, the traveler must clearly indicate their intentions prior to professional leave on the request for professional leave form and also on the reimbursement request form upon return. **NOTE: If this is not**
indicated on both forms, the traveler will not be eligible for per diem reimbursement. Additionally, the district will not reimburse for any mileage in this scenario between the temporary residence the traveler is staying and the location of the professional development training. The district will only reimburse the mileage as described in Section B: Transportation (2).

D. Meals

DISCLAIMER: FCPS follows the per diems set forth by the Kentucky Department of Education’s travel policy. KDE reviews and updates its policy every quarter; therefore the per diem rates are subject to change based on any changes KDE makes. Since FCPS reimburses on a per diem basis, RECEIPTS FOR MEALS ARE NOT REQUIRED.

1. **Breakfast, lunch and/or dinner:** A traveler shall be eligible for reimbursement for breakfast, lunch and/or dinner meal expenses only if overnight stay is required while traveling in Kentucky, the United States, its possessions or Canada. If authorized work requires an overnight stay and absence during the mealtime hours established in the table below, a traveler shall be in travel status during the below mealtimes in order to receive the per diem allowed. (NOTE: A traveler may not be eligible for per diem meals if meals are included as part of the conference. It is the traveler’s responsibility to contact the conference ahead of time for special meal requests related to allergies, special diets, etc.)

<table>
<thead>
<tr>
<th>Meal Times</th>
<th>Reimbursement Amounts for Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Low Rate (Inside KY &amp; bordering states-IF DRIVING)</td>
</tr>
<tr>
<td>Meal</td>
<td>Hours</td>
</tr>
<tr>
<td>Breakfast</td>
<td>6:30 – 9 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11 a.m. – 2 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>5 – 9 p.m.</td>
</tr>
</tbody>
</table>

2. A traveler authorized to travel outside the United States, its possessions or Canada shall be reimbursed for the per diem and necessary meal expenses only during the time period of the actual PD timeframe. A traveler cannot be reimbursed for staying over extra days beyond the dates of the actual Professional Development.

3. Gratuities may be reimbursed if the gratuity does not exceed 20 percent for the cost of cab fare.

NOTE: Meals as part of the conference/professional development must be hot meals for breakfast, lunch and dinner. Cold breakfast such as continental breakfast or appetizers as part of a reception for lunch or dinner are exempt from the stipulations outlined in item #1.

Travel Expense High Rate Areas: Fayette County Public Schools recognizes every location outside of Kentucky and Kentucky’s surrounding seven border states of West Virginia, Virginia,....
Tennessee, Missouri, Illinois, Indiana and Ohio is a high rate area. IF the traveler flies to a Kentucky border state, the high rate will be effective for that trip. Every location within Kentucky or the seven border states is considered low rate IF the traveler is driving.

E. Other expenses

1) Registration fees: A traveler may request reimbursement for registration fees to attend a conference, workshop, seminar, institute or convention. The original receipt or proof of payment must be attached to the Request for Reimbursement and proof of attendance must be provided.

2) Membership dues: Dues that lead to a reduced rate for training events may be reimbursed provided membership meets identified district needs and provides a reasonable educational/business benefit for the district. For example, dues that include group memberships so that other employees may benefit might qualify for reimbursement. However, individual membership dues to professional organizations shall always be paid at the employee’s own expense if it does not provide reasonable educational/business benefit for the district.

3) Telephone calls: The cost of business telephone calls will be reimbursed. A statement must be furnished that indicates the date, time, name and location called, and the nature of the call. This statement should be attached to the Request for Reimbursement.

4) Non-reimbursable expenses: These include personal expenses such as alcoholic beverages, forgotten toothbrushes, clothing, etc. Also, breakfast, lunch and dinner meal costs will not be reimbursed unless an overnight stay is included in the travel. In addition, valet parking or resort fees will not be covered unless no other option is available.

5) Hotel personal incidentals: The final hotel bill should not include any personal incidentals. Final bill should include lodging, taxes, fees and parking only.

Related school board policies: Professional leave for certified, 03.1911; professional leave for classified, 03.2911; expense reimbursement for certified, 03.125; expense reimbursement for classified, 03.225. KRS 45.101 and 200 KAR 2:006) (See http://policy.ksba.org/f02)

Financial Accounting and Benefit Services reserves the right and may disallow or reduce the amount of a claim that violates the provisions of this procedure or may require written justification for amounts claimed by a traveler that are not deemed reasonable or allowable.

IV. AIRLINE ADDENDUM
All airline prices and policies are subject to change and should be checked each time a flight will be used.

Per TRANSPORTATION SECURITY ADMINISTRATION (TSA), each passenger is allowed on the aircraft one carry-on bag and one personal item. Some fees may apply.

- Coats, mobility aids and assistive devices are not considered as personal items and are allowed at no additional charge.
- For a specific list of carry-on and personal items, please refer to the individual airline’s website.
- Refer to www.tsa.gov for packing tips and guidelines on permitted and prohibited items, and travel information.
- Change fees: When a traveler requests any changes after the airline ticket has been issued:
  - The traveler is responsible for all fees associated with any requested changes unless the changes are initiated at the superintendent’s request.
  - If the traveler is the superintendent or board member other than the chair, he or she is responsible for all change fees unless the changes are initiated because of the FCPS board chair’s request.
  - If the traveler is the board chair, he or she is responsible for all change fees unless the changes are initiated because of the FCPS board vice chair’s request.

DELTA AIRLINES: www.delta.com
US AIRWAYS: www.usairways.com
AMERICAN AIRLINES: www.aa.com
ALLEGIANT AIRLINES: www.allegiantair.com
UNITED AIRLINES: www.united.com

NOTE: FCPS is not bound by the airline policies and will abide by the policy set forth by the district. Any luggage/baggage or other fees that exceed the allowable limitations indicated in this policy are the responsibility of the traveler.

V. FIELD TRIP ADDENDUM
MEMO RE: REIMBURSEMENT REQUESTS

Field Trip vs Professional Leave

All field trips must be school approved and board approved.
All professional leave must be board approved unless as stated in Section II of policy handbook.

FIELD TRIPS:

Field trips are not considered professional leave and all reimbursements should be requested using the Mileage Reimbursement Form and **not** the Professional Leave Reimbursement Form.

Field trip reimbursements are required to have the following supporting documentation:

- Purchase Order
- **PD Leave Requests must specifically state that it is for Field Trip so that it can be correctly listed on the board agenda items to be approved under Extended Field Trips and not listed as Professional Leave.**
  - Director’s Approval Form (Must specifically state who and what will be paid for)
  - MapQuest (Location to location-Only if individual drove themselves)
  - Meal Receipts (Must be overnight stay) ○ Will only be reimbursed for receipt total (Not to exceed per diem limit)
  - Lodging Receipt Itemized (Only if stayed overnight and showing -0- balance)
  - Other (Must provide receipt showing -0- balance)
  - Signatures/Dates (Individual and supervisor)

*NOTE:
If Professional Development was all inclusive and the itemized hotel/flight receipts are not attainable, then the following supporting documentation will be required:

- Copy of PD Agenda
- Copy of PD Leave Request

Click on the below link to access all of the Professional Leave Reimbursement forms.

[https://www.fcps.net/Page/5490](https://www.fcps.net/Page/5490)