

## TRAVEL REGULATIONS FOR MEMPHIS-SHELBY COUNTY SCHOOLS

**Travel requisition must be approved by authorized official(s); and a PO number assigned by the Department of Accounting and Reporting prior to making any travel arrangements. Registration itinerary MUST be attached. Allow 30 calendar days to process travel requests. If using federal funds, please allow 60 days for processing.**

The Department of Accounting and Reporting will approved Travel Requisition with the PO number. This number must be given to the travel agency before charges can be made to the Memphis-Shelby County Schools account. Retain to create an expense report.

Travel costs include out-of-town expenses for transportation, lodging, meals and incidental costs incurred while on official business for Memphis-Shelby County Schools for which proper approval has been obtained. Discretion and regulations should be followed when incurring travel expenses. Supporting documentation must be maintained and attached to the Travel Expense Report in APECS, which must be filed in the Department of Accounting and Reporting within five (5) to seven (7) calendar days after returning from the trip. **If the trip is cancelled, the Department of Accounting and Reporting should be notified immediately.**

### 1. TRANSPORTATION

- (A) Travel by scheduled airline will be at tourist class fare. If transportation costs are not prepaid by the school system, ticket stubs must be attached as supporting evidence. **Air travel insurance is not reimbursable.** Travel arrangements are to be made through the school system's authorized travel agencies.
- (B) All parking receipts must be attached as supporting evidence (regardless of the total cost of "B"). If the total cost of transportation item "B" (parking, limo, taxi, and/or shuttle service) is \$30.00 or more, each expense must be supported with a receipt to be reimbursed.

### 2. FOOD

No receipts are expected to be maintained for meals; however, the meals should be itemized. Tips are included in this rate. Breakfast may be included **only when the trip begins before 8:00 a.m.** Dinner may be included **if the trip is concluded after 6:00 p.m.** Meals are not reimbursable if they are included in conference registration fees and cannot be claimed on your travel expense form.

Meals will be reimbursed as follows:

(A) Breakfast-\$12.00                      (B) Lunch-\$12.00                      (C) Dinner-\$27.00

### 3. LODGING

Receipts are required for lodging. Lodging reimbursement is not to exceed the U. S. General Service Administration's domestic per diem rate (GSA) {www.gsa.gov}. Exceptions to these allowances must have prior approval (by the authorizing official and justification on travel form). Laundry is not reimbursable. When a room is shared, each person should ask for a copy of the bill for his/her share of the room cost.

### 4. MISCELLANEOUS

Telephone charges (long distance and local) incurred while in travel status is acceptable, if necessary in conducting school system business, and should be separately itemized under miscellaneous cost as indicated on the hotel bill. Registration fees are reimbursable under miscellaneous and require receipts as supporting evidence. Other business expenses, within reason, that are properly supported should also be claimed under this section. A maximum of \$4.00 is allowed for baggage gratuities.

**If you have any questions, please contact the Memphis-Shelby County Schools; Department of Accounting and Reporting (901) 416-5461**

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