

Travel Procedure for Meetings/Trainings

Upon approval, the District will reimburse travel for trainings/meetings held at its office as outlined below.

1. The District will only reimburse the mileage of one car per school.
2. The District will only reimburse lodging for one hotel room per school if an overnight stay is more feasible.
3. Mileage will be reimbursed only if the round trip exceeds 50 miles **with the maximum mileage reimbursement being the distance from the school address to the District office.**
 - a. For an employee of a virtual school that resides outside of the city of the school and round trip exceeds 50 miles to and from the District office, the employee will qualify for mileage reimbursement.
4. If the training is specific to new schools, the District will reimburse participants from the new schools. Participants from existing schools will not be reimbursed by the District.
5. Reimbursements will be as follows:
 - a. Lunch
 - i. Half day trainings/meetings = no lunch provided by the District / no lunch per diem
 - ii. One day trainings/meetings = lunch provided by the District or lunch per diem (A lunch per diem will be issued only if lunch is not provided by the District.)
 - iii. Multi-day trainings/meetings = no lunch provided by the District / no lunch per diem
 - b. Hotels
 - i. For multi-day trainings/meetings, no more than two hotel rooms per school up to the GSA rate for Columbia, SC if the round trip mileage reimbursement meets or exceeds the GSA rate. If this is the case, and the school wishes to not stay overnight, the District will only reimburse mileage up to the GSA rate for lodging in Columbia SC.
 - ii. When there is need to petition for an extra room(s), the school leader is responsible for contacting SCPCSD Superintendent for approval.
 - c. Mileage Reimbursement
 - i. The District will only reimburse the mileage of one car per school.
 - ii. One day trainings/meetings with round trips greater than 50 miles will be reimbursed at the current mileage rate used by the District.
 - iii. Multi-day trainings/meetings will be reimbursed for 1 round trip greater than 50 miles at the current mileage rate used by the District.
 1. For multi-day trainings/meetings, one hotel room per school up to the GSA rate for Columbia, SC if the round trip mileage reimbursement meets or exceeds the GSA rate. If this is the case, and the school wishes to not stay overnight, the District will only reimburse mileage up to the GSA rate for lodging in Columbia SC with the exemption of the first and last days of trainings/meetings.
 2. First and last days of trainings/meetings: Mileage will be reimbursed from the starting location to the District office on the first day, and mileage will be reimbursed from the District office to the ending location on the last day. **Maximum mileage reimbursement will be the distance from the school address to the District office.**
 - iv. If the individual attending the training/meeting lives within 50 miles round trip from the District office, then he/she will not receive mileage reimbursement
6. Prohibited reimbursements include:
 - a. Entertainment Expenses (e.g. in room movies)
 - b. Alcoholic beverages
 - c. Tobacco Products
 - d. Parking and other unrelated expenses

*Reimbursements are **not allowable** for third party vendors and/or contractors.

Revised October 30, 2014