

Birmingham Public Schools Bylaws & Policies

6430 - BUSINESS AND TRAVEL EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any staff and/or Board member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's or designee's administrative guidelines.

The Superintendent or designee shall determine the validity of payments for job-related expenses.

The Board may pay the expenses of staff and/or Board members when they attend meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent or designee

Reasonable anticipated expenses may be advanced in accordance with administrative guidelines to accompany this policy.



Application to Travel and/or Attend a Conference

Last Name: _____ First Name: _____

Building/Department Name: _____ Position: _____

Name of the Event: _____ Date(s) of the Event: _____

Event Location: _____ Date(s) of Travel: _____

What is the estimated cost of the event, including registration, travel, meals, and lodging: _____

How will this event benefit your current position?

How does this event align with your department/district goals and/or the strategic plan?

How and when do you plan to convey the information you acquired with the district?

Will your absence require a substitute? Yes _____ No _____

Will you receive an honorarium, stipend, or compensation? *Yes _____ No _____

 Employee Signature

 Date

 Supervisor Approval

 Date

 Deputy Superintendent for Education Services Approval

 Date

 Assistant Superintendent for Business Services Approval

 Date

**An employee cannot simultaneously receive compensation from both BPS and a 3rd party for the same day worked. In the event you do receive compensation from a 3rd party for your work at a conference on a regular work day either as a participant or presenter, that compensation must be remitted to BPS.*

See reverse side for additional Policy and Regulations

BUSINESS AND TRAVEL EXPENSE (see 6430)

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any staff and Board member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's or designee's Administrative Regulations.

The Superintendent or designee shall determine the validity of payments for job-related expenses.

The Board may pay the expenses of staff and Board members when they attend meetings approved in accordance with the Policy of this Board and in accordance with the Administrative Regulations of the Superintendent or designee

Reasonable anticipated expenses may be advanced in accordance with Administrative Regulations to accompany this Policy.

Conference Expenses (see 6430-R)

All reasonable and necessary expenses incurred may be reimbursed. The expense guidelines are listed below:

Transportation

- Type of travel to be used in computing reimbursable expenses must be approved in advance.
- Train/plane travel shall be booked and approved in advance; the actual cost of the fare may be reimbursed.
- The cost in excess of tourist, coach, or economy accommodations will not be reimbursed except in unusual cases.
- Limousines or public transportation to or from the airport or station should be used if available, otherwise taxis; reasonable taxi expenses are acceptable.
- Rental automobiles may be used, provided they have been authorized in advance. Whenever possible, transportation should be used collectively by employees.
- Overnight parking at airport or station may be reimbursed.
- Use of personal automobile may be reimbursed at the authorized rate per mile.

Hotel/Motel Accommodations

- Cost of rooms shall not exceed convention published rates for single occupancy.
- Lodging bill must be submitted for reimbursement.
- Conference must exceed 75 miles from the District boundary to qualify for reimbursement, unless there are unusual circumstances.

Meals

- Meals may be reimbursed up to \$30 per day when required to stay overnight.
- When overnight stay is not required, meals may be reimbursed up to a rate of \$7 for breakfast, \$7 for lunch and \$16 for dinner.
- Employees may not pay for other employees' meals and request reimbursement, except for unusual circumstances.
- The request for reimbursement must be documented as to time, place, and employees present.

Registration Fees

- Fees associated with the conference are reimbursable.

Non-Reimbursable Examples (unless specifically approved by the Superintendent or designee, or the Board)

- Any expenses associated with a person(s) accompanying the authorized person
- Laundry and any personal expenses
- Entertainment

Unexpected costs related to travel (i.e., cancelled hotel reservations resulting in a change in accommodations, flight cancellations resulting in additional charges for airfare) may be reimbursed. Employees shall make every effort to obtain prior approval from their supervisor.

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6423 - USE OF CREDIT/DEBIT CARDS

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of District credit cards/debit cards. The authorization, handling and use of credit/debit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit/Debit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit/debit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit/debit card. However, under no circumstances shall credit/debit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

The Superintendent or his/her designee shall develop administrative guidelines that specify those authorized to use credit/debit cards, the types of expenses which can be paid by credit/debit card, and their proper supervision and use. Inappropriate or illegal use of the credit/debit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit/debit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Superintendent or his/her designee shall annually submit for Board approval the position titles authorized to use District credit/debit card(s) in conducting of District business.

The Superintendent or his/her designee shall be responsible for giving direction to and supervising such employees' use of District credit/debit card(s).