

**MERCER COUNTY SCHOOLS**  
**Policy Comment(s) / Suggestion(s)**  
**Policy: G-12**  
**Travel Policy**

**Individual / Organization:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Comment(s) / Suggestion(s)**  
**Please write your comments below in the sections that apply to the policy.**  
**Use additional paper if necessary.**

<b>1.0 Purpose</b>	<b>Agree (reason)</b>	<b>Disagree (reason)</b>
This policy is being changed to update and clarify language and make grammatical changes.		
<b>2.0 Definitions</b>	<b>Agree (reason)</b>	<b>Disagree (reason)</b>
<b>3.0 Procedures</b>	<b>Agree (reason)</b>	<b>Disagree (reason)</b>
<b>General Comments</b>	<b>Agree (reason)</b>	<b>Disagree (reason)</b>

Return comments **NO LATER THAN February 1, 2022** to:  
Dr. Kristal Filipek - Director, Human Resources  
Mercer County Schools  
1403 Honaker Avenue  
Princeton, WV 24740

## **TRAVEL POLICY**

### **1.0 Purpose**

The Board of Education of the County of Mercer is of the opinion that in order to maintain a progressive school system it is important for the school system to be represented in meetings at the state and national levels which are designed to: (1) improve the teaching and learning in our schools, (2) make the school system aware of the latest developments in state and federal legislation and regulations, and (3) improve the management of the school system. The Board recognizes that attendance is requested and sometimes required at national, regional, and state meetings. The Board also recognizes that responsibilities of a few employees sometimes require frequent travel outside the school district, and that daily travel within the school district is necessary for certain employees to carry out their responsibilities.

### **2.0 Procedure**

The Board of Education shall pay, upon the presentation of a signed itemized statement, the necessary travel expense of the member of the Board, Superintendent and other administrative and supervisory personnel, teachers and service personnel whom it requests to represent the Board at professional or other education meetings or in visitation to other school systems, or in carrying out their daily responsibilities. In order for travel expenses to be reimbursed, all policy regulations must be followed.

Special consideration should be given an employee to attend a conference, meeting or convention when his/her attendance is required by reason of his/her holding an important office or committee membership or by reason of his/her appearing as a speaker on the program or being involved in the planning of the program.

Reimbursable expenses should meet the following criteria:

- 1) Funds are available to meet the cost
- 2) The total expense is reasonable
- 3) The travel is associated with the performance of duties
- 4) The benefits are commensurate with the cost
- 5) The benefits primarily accrue to the job function rather than the person

Employees or agencies for which the Mercer County Board of Education acts as fiscal agent are exempt from the policy; however, the governing body shall adopt a policy on travel

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and file one copy with the secretary of the Mercer County Board of Education and one copy with the treasurer of the Mercer County Board of Education.

Where questions arise on those regulations the superintendent of Mercer County Schools is authorized to render decisions on matters pertaining to this policy and accompanying regulations.

### **3.0 Implementation**

The following administrative procedure is to be used in implementing the Mercer County Board of Education Travel Policy.

#### **3.1 General**

- 3.1.a A copy of the policy and these regulations are to be kept in each office or department of the school system. All employees shall have access to the policy, regulations and forms.
- 3.1.b The procedures outlined in the policy shall be followed by all school employees, including those employees that are reimbursed from individual school funds under the supervision of school principals.
- 3.1.c For individual school trips, authorization forms shall be submitted to the school treasurer for filing with school records when an advance allowance is requested.
- 3.1.d The standard form "Travel Expense Account" will be used for all claims for travel expense. All expenses shall be itemized in detail. The reverse side of all "Travel Expense Accounts" shall be completed in detail before filing any claim for reimbursement.
- 3.1.e The Travel Expense Account should be forwarded to the immediate supervisor by the 5th of the month. The immediate supervisor will forward the approved Travel Expense Accounts to the Treasurer's Office by the 10th of the month. The immediate supervisor or Treasurer's Office is authorized to correct mathematical errors only.
- 3.1.f School principals, coaches, and others whose travel is reimbursed from their school's general, athletic, or child nutrition fund, shall file an "Out-of-County Travel Authorization/Professional Conference Attendance Request" prior to receiving reimbursement for travel expenses. Prior approval for school trips must

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be secured from the proper authorization. For reimbursement from school accounts, school personnel other than principals must obtain authorization from the school principal. Principals must obtain authorization from the assistant superintendent.

- 3.1.g Notwithstanding any provision of these rules and regulations to the contrary, no official or employee shall be permitted to receive reimbursement from the Mercer County Board of Education for any expenses incurred in instances in which such expenses have been paid or are to be paid by any person, firm, corporation, partnership, association, school or any other third party.
- 3.1.h All Mercer County Schools employees using his/her personal vehicle while on Board of Education approved travel must successfully complete the Driver Safety Program administered by Mercer County Schools on a yearly basis. No official or employee shall be permitted to receive reimbursement from the Mercer County Board of Education for mileage incurred by the use of his/her personal vehicle while on Board of Education approved travel prior to the successful completion of, and subsequent yearly renewal of the Driver Safety Program administered by Mercer County Schools.
- 3.1.i Employees of the Mercer County Board of Education are reminded that the "Travel Expense Account" is a sworn affidavit for the expenditure of public funds.
- 3.1.j Travel vouchers for reimbursement shall be submitted according to the following:

	<u>Policy Requirements</u> <u>Checked by</u>	<u>Final</u> <u>Authorization</u>
Attendance Directors Itinerant Teachers	Program Director	Treasurer
Supervisors, Directors, Asst. Superintendent, Treasurer	Administrative Asst.	Superintendent
Administrative Asst.	Treasurer	Superintendent

## TRAVEL POLICY

Superintendent

Treasurer

Informational Item  
Board of Education  
Meetings

- 3.1.k The standard mileage rate for reimbursement will be equal to the greater of the authorized federal standard mileage rate or the rate authorized by the West Virginia Department of Administration.
- 3.2 In-County Travel
- 3.2.a Travel reimbursement within the county will be made for mileage allowances on privately owned vehicles. The rate of reimbursement shall be determined annually at the beginning of each fiscal year. Mileage charged shall be that shown on the accompanying "Distance Tables." An employee may record actual mileage for distances not shown on the Table. An employee may be reimbursed for parking fees.
- 3.2.b Reimbursement for travel expense for commuting purposes is not permitted except where an employee has completed his normal working day and is required to return to a location other than his headquarters. Charges will not be permitted from employee's headquarters or home to the Central Office, except in the case of returning to the Central Office for board or staff meetings for school business purposes. Employee reimbursement for travel expense begins at the day's first assignment.
- Examples:
- A Employee is assigned to Athens School in the morning and Oakvale School in the afternoon. Employee shall be reimbursed for travel one trip daily from Athens School to Oakvale School.
- B Employee lives in Bluefield, is assigned to the Central Office and regularly works schools in Princeton. Employee reimbursement for travel expense begins at the day's first assignment. If employee goes direct from home to Princeton Primary School, charge for mileage begins when employee leaves Princeton Primary School.
- C Employee lives in Athens, is assigned to the Central Office and leaves from the Central Office in the afternoon stopping at Melrose Elementary School. When work at Melrose Elementary is completed, employee drives

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home to Athens. Employee does not charge mileage from Central Office to Melrose Elementary School or from Melrose Elementary School to home.

- 3.2.c When state or regional meetings are held in Mercer County, the employee shall follow procedures outlined in Out-of-County Travel (Section III) to be reimbursed for registration fees, banquet fees and other expenses.

### **3.3 Out-of-County Travel**

- 3.3.a Proper authorization shall be secured prior to out-of-county trips. When filing a "Request for Out-of-County Travel Authorization," an employee shall obtain the approval of the immediate supervisor. The supervisor shall submit the approved form to the Superintendent or Assistant Superintendent at least 10 days prior to the proposed out-of-county travel for final approval. When emergencies arise or meetings are called which prevent compliance with the 10 day guideline for out-of-county travel, the requirement may be waived by the Superintendent or Assistant Superintendent. Reasons for waiver of this requirement shall be stated on the request. The Superintendent's office will forward the approved authorization form to the Business Office for processing if an advance allowance is requested. The Superintendent may set maximum amounts for out-of-county travel if it is deemed necessary and prudent.
- 3.3.b The mode of transportation shall be that which is most efficient and economical to the school system. Reimbursement shall be limited to the actual cost supported by ticket stubs. Receipts for parking, storage, toll charges, taxi fare or other land shuttle services, and travel by airlines must be attached to the "Travel Expense Account" to be reimbursed. Airline/hotel receipts paid using air miles/points will not be reimbursed. Where receipts for parking are not available, the employee shall submit a written statement of explanation for these costs. It is recognized that the West Virginia Turnpike, Interstate 77, is the most direct route to Beckley and/or Charleston and that the toll rate is not a fixed amount. This policy will require a toll receipt for full reimbursement of a toll charges as set by the West Virginia Parkways Authority. Reimbursement without a receipt will be limited to \$2.00 per mainline toll and \$.40 per North Beckley Toll Plaza.
- 3.3.c All persons traveling on county business will be reimbursed an amount equal to their actual hotel bill. Personal items, including expenditures for laundry, valet services, travel insurance, entertainment, etc., will not be reimbursed. In case of double occupancy with a spouse, hotel reimbursement will be on the basis of a

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single occupancy rate. A receipt for the amount of the hotel bill must be submitted with the "Travel Expense Account."

- 3.3.d Employees may be reimbursed for actual meal costs up to \$45.00 per day incurred while traveling out of county when travel requires an overnight stay. Maximum meal expense reimbursement for partial days, i.e. days of departure and return are determined as follows:

Leaving 2 hours before the start of a normal workday to reach destination	Breakfast Lunch Dinner	\$45.00 Maximum Allowance
Leaving at the start of a normal workday to reach destination	Lunch Dinner	\$35.00 Maximum Allowance
Leaving after 1:00 p.m. to reach destination	Dinner	\$20.00 Max. Allowance

**RETURN TRIP**

Returning home after 6:00 p.m.	Breakfast Lunch Dinner	\$45.00 Maximum Allowance
Returning home before 6:00 p.m.	Breakfast Lunch	\$25.00 Maximum Allowance
Returning home before 12:00 p.m.	Breakfast	\$10.00 Maximum Allowance

- 3.3.e Long distance telephone calls itemized on hotel bills will not be allowed unless it is noted on the bill that the calls were business and not personal.
- 3.3.f An advance allowance of 80% of the estimated costs of the trip can be obtained by indicating such on the approved "Request for Out-of-County Travel Authorization." The Superintendent's office will forward this form to the Treasurer's office for payment. Requests should be made at least five (5) working days before the normal check writing dates of each month.

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- 3.3.g Within ten (10) working days of return from out-of-county travel for which an advance allowance was paid, the employee shall file a separate "Travel Expense Account" itemizing actual expenses incurred. If the expense incurred is less than the advance allowance, the employee shall refund the difference at the time the Travel Expense Account is filed. If the expenses exceed the advance allowance, the employee shall be reimbursed the difference after the Travel Expense Account is filed.

### **4.0 Severability**

If any portion of this policy or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy.

Authority: W.Va. Constitution, Article XII, §2, and W.Va. Code §§16-9A-4, 16-9A-9, 17A-1-1, 18-2-5, 18-2-5a, 18-2-7b, 18-2-9, 18-2-33, 18-2C-1 et seq., 18-5-1, 18-5-13, 18-16-1, 18A-1-1, 18A-5-1, 18A-5-1a, 60A-1-101, 60A-7-11a, 61-2-15, 61-7-2, and 61-7-11a.

Source: Board of Education Minutes

Date(s): 1/28/80; 7/25/85; 6/90; 5/93; 1/28/97; 12/21/04; 8/28/07; 11/22/11;  
1/22/19; 2/23/21

Legal References: School Laws of West Virginia: 18A-5-4, 18-4-9, 18-5-32, and 18A-5-4a



**MERCER COUNTY SCHOOLS  
MILEAGE CHART**

(Distance table to all schools in Mercer County and other selected locations  
from the Central Office at 1403 Honaker Avenue, Princeton, WV)

	<b>Mileage Round Trip</b>
<b>Athens Elementary</b>	<b>16</b>
<b>Bluefield High</b>	<b>26</b>
<b>Bluefield Intermediate</b>	<b>27</b>
<b>Bluefield Middle</b>	<b>31</b>
<b>Bluefield Primary</b>	<b>27</b>
<b>Bluewell Elementary</b>	<b>22</b>
<b>Brushfork Elementary</b>	<b>24</b>
<b>Early Learning Center</b>	<b>6</b>
<b>Glenwood School</b>	<b>10</b>
<b>Lashmeet/Matoaka School</b>	<b>23</b>
<b>Melrose Elementary</b>	<b>8</b>
<b>Mercer Elementary</b>	<b>0</b>
<b>Montcalm Elementary</b>	<b>28</b>
<b>Montcalm High</b>	<b>26</b>
<b>Mountain Valley Elementary</b>	<b>14</b>
<b>Oakvale School</b>	<b>20</b>
<b>PikeView High</b>	<b>18</b>
<b>PikeView Middle</b>	<b>18</b>
<b>Princeton Middle</b>	<b>1</b>
<b>Princeton Primary</b>	<b>2</b>
<b>Princeton Senior High</b>	<b>2</b>
<b>Spanishburg School</b>	<b>18</b>
<b>Straley Elementary</b>	<b>2</b>
<b>Sun Valley Elementary</b>	<b>26</b>
<b>Technical Education Center</b>	<b>2</b>
<u>4/1/21</u> <del>1/1/22</del>	<del>56¢</del> <b>58.5¢</b> / mile eff. <u>4/01/21</u> <del>1/1/22</del>

*This mileage is to city limits. Travel from that point may be added to your total.*

	<b>Mileage Round Trip</b>
<b>Beckley</b>	<b>79</b>
<b>Blacksburg, VA</b>	<b>98</b>
<b>Bluefield State</b>	<b>21</b>
<b>Canaan Valley</b>	<b>455</b>
<b>Charleston</b>	<b>189</b>
<b>City Hall – Bluefield</b>	<b>21</b>
<b>Clarksburg</b>	<b>351</b>
<b>Concord University</b>	<b>14</b>
<b>Fairmont</b>	<b>379</b>
<b>Flatwoods</b>	<b>282</b>
<b>Glade Springs</b>	<b>67</b>
<b>Huntington</b>	<b>295</b>
<b>Institute</b>	<b>209</b>
<b>Lewisburg</b>	<b>168</b>
<b>Lexington, KY</b>	<b>538</b>
<b>Mercer Mall</b>	<b>15</b>
<b>Morgantown</b>	<b>413</b>
<b>Parkersburg</b>	<b>345</b>
<b>Pipestem State Park</b>	<b>31</b>
<b>Radford, VA</b>	<b>104</b>
<b>Roanoke (Stonewall Resort)</b>	<b>295</b>
<b>Union</b>	<b>88</b>
<b>Snowshoe</b>	<b>277</b>
<b>Welch</b>	<b>77</b>
<b>Wheeling</b>	<b>544</b>
<b>White Sulphur Springs</b>	<b>185</b>
<u>1/1/21/1/22</u>	<del>56¢</del> <b>58.5¢</b> / mile eff. <u>1/01/21/01/22</u>