

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { } ACTION { X } CLOSED MEETING { }

SUBJECT: SUPERINTENDENT’S REPORT - ACTION

Local Regulations and Travel Meal Expense Reimbursement

A. County Vehicle Usage, EDC-R

RECOMMENDATION: Eliminate this regulation.

B. Increase Staff Travel Meal Expense Reimbursement

The current meal reimbursement rate structure for approved staff travel (BSBO 38 attached) has been in place since Fall 2007 and is as follows: breakfast \$7.00, lunch \$11.00 and dinner \$18.00. In searching the Virginia Department of Education website for current rates, a link directs viewer to the U.S. General Services Administration www.gsa.gov/mie . There are several tiers and factors that the federal government accounts for; however, we are interested in treating our travelling staff appropriately. Recommended new rates are follows: breakfast \$11.00, lunch \$12.00 and dinner \$23.00. The result is a \$10 per day increase to the current structure that would align with the first tier (least expensive) currently used by the state/federal government.

RECOMMENDATION: Approve proposed meal reimbursement rates (breakfast \$11.00, lunch \$12.00 and dinner \$23.00) for travel dates beyond August 7, 2018.

C. Non-School Employment, GCBB-R2

RECOMMENDATION: Adopt this new regulation.

COUNTY VEHICLE USAGE

School Board employees with a specific vehicle assignment (Examples: Superintendent, Maintenance Director, Transportation Director) who are deemed to be available after hours for emergencies or special occasions have a privilege to drive a county vehicle home. This privilege can be revocable if written evidence is provided and substantiated that those vehicles are not being used for the sole purpose of direct transportation to and from their residence or for job related duties.

Adopted: August 7, 2012

BATH COUNTY PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT
WARM SPRINGS, VA 24484

DRAFT

TRAVEL STATEMENT

Complete **BEFORE** trip: Estimated Expenses

Complete **AFTER** trip: Actual Expenses

Reimbursement forms must be submitted by the **20th** of the month for payment approval at the next School Board meeting.

NAME: _____ DATE: _____

DATE(S) OF LEAVE/TRAVEL: _____

DESTINATION/PURPOSE OF TRAVEL: _____

CATEGORY	DESCRIPTION	ESTIMATED EXPENSES (complete <u>before</u> trip)	ACTUAL EXPENSES * Attach ALL Receipts * (complete <u>after</u> trip)
FOOD			
LODGING			
REGISTRATION			
TRAVEL	# Miles @ .50¢ per mile	\$ 0.00	
	Other:		
OTHER			
TOTALS		\$ 0.00	

Mileage: .50 a mile (if school vehicle is not available) Meals: \$11.00 Breakfast; \$12.00 Lunch; \$23.00 Dinner

Employee's Signature

Date

Principal's/Administrator's Approval: _____ Date: _____

Business Manager's Signature: _____ Date Submitted/Recorded: _____

Category: _____ Code #: _____

Superintendent's Approval: _____ Date: _____

<p>Reimbursement of actual expenses will not be paid until signed by Principal verifying actual expense receipts. Return signed copy to Business Manager for payment.</p> <p>Principal's/Administrator's Approval: _____ Date: _____</p>

NON-SCHOOL EMPLOYMENT

Employees may work and receive compensation for non-school activities as long as the activities do not create a conflict of interest, adversely affect the employee's job performance, or cause poor public relations in the community.

Sick leave may not be used to perform non-school work.

Adopted: August 7, 2018

