



NON-INSTRUCTIONAL SERVICES: Non-Instructional Services
Expense and Travel Reimbursement

I. Purpose

To implement Board of Education of Baltimore County (Board) Policy 3126 by establishing guidelines for the reimbursement process for approved business-related expenses.

II. Guidelines

- A. Board members and Board employees should utilize established procedures (i.e. procurement cards, purchase orders, disbursement requests) to pay for BCPS business-related expenses.
- B. Board members and BCPS employees may be reimbursed for pre-approved, reasonable and necessary, business-related expenses.
- C. Business related expenses may include, but are not limited to:
 - 1. Pre-approved overnight travel expenses such as:
 - a. Conference registration fees.
 - b. Reasonable and necessary hotel lodging as compared to federal general services administration per diem rates for the appropriate location.
 - c. Meals based on actual federal general services administration per diem rates, which include tips, for the appropriate location.
 - d. Transportation (air, rail, shuttles, taxis, car rental, and mileage).
 - e. Tolls and parking.
 - f. Telephone and Internet access.
 - g. Incidental expenses (fees and tips given to drivers, porters, baggage carriers, and hotel staff).
 - 2. All travel funded by federal grants must comply with applicable federal regulations regarding allowability of conference fees and travel expenses.
 - 3. Local travel related expenses such as:
 - a. Mileage at the established Internal Revenue Service standard rate.
 - b. Conference registration fees.
 - c. Tolls and parking.

- d. Meals when non-overnight travel requires that the Board member or employee be away from their primary work location for more than 12 hours in a single day.

D. Miscellaneous Expense Reimbursement

Board members and employees may be reimbursed for pre-approved out-of-pocket school system business expenses when other established procedures for making the purchase cannot be used (i.e. procurement cards, purchase orders, disbursement requests).

III. Implementation

The Department of Fiscal Services shall implement procedures to carry out this rule.

Related Policies: Board of Education Policy 3127, *Travel Approval*

Rule		Superintendent of Schools
Adopted:	9/09/71	
Revised:	6/19/80	
Revised:	2/20/86	
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