



NON-INSTRUCTIONAL SERVICES: Non-Instructional Services

Travel Approval

I. Purpose

To establish guidelines for approving local and overnight travel requests.

II. Responsibilities

- A. The Department of Fiscal Services is responsible for establishing procedures for the approval of local and overnight travel.
- B. All supervisors and principals are responsible for ensuring compliance with the provisions of this rule and the implementing procedures established by the Department of Fiscal Services.

III. Guidelines

A. Overnight Travel Requests

When making overnight travel requests, the appropriate administrator or supervisor and the employee shall give consideration to whether the proposed travel:

- 1. Promotes the interest of the school system;
- 2. Is for the purpose of participating in training, receiving an award, or making a presentation;
- 3. Has educational value for the employee;
- 4. Has a direct relationship to the employee's job responsibilities;
- 5. Results in extended time away from the job site;
- 6. Is cost effective and within the established budget.

B. Overnight Travel Approval

Prior approval of employee overnight travel must be obtained from the Superintendent. This approval authority may be delegated in writing to the chief of staff, chief officers, assistant superintendents, senior executive directors, executive directors, and other managers.

C. Local Travel Approval

Prior approval of local travel for meetings and events that do not involve overnight lodging must be obtained from the employee's supervisor.

D. Expense Guidelines

1. Reimbursement for travel expenses will be paid for mileage, tolls and parking, meals, lodging, registration fees, transportation fees, telephone and Internet access, and incidental expenses in accordance with Board policy and school system procedures.
2. No travel expenses will be paid to any person who is not an employee or working under an employment contract with the Board.
3. Contract employees will only be reimbursed under this rule if the contract specifically authorized reimbursement costs for travel-related expenditures.
4. No travel expenses will be paid for spouses and/or family members who accompany Board members, employees, or volunteers.
5. No Board member or employee shall receive personal financial benefit from travel paid for by the BCPS. Once obligations of work-related travel have been met, any expenses incurred through the extension of time or travel, which result in personal benefit, will be assumed by the individual.

Related Policies: Board of Education Policy 3126, *Expense and Travel Reimbursement*
Board of Education Policy 8361, *Statement of Purpose and Policy*
Board of Education Policy 8362, *Gifts*

Rule

Superintendent of Schools

Adopted: 10/08/96

Revised: 03/14/06

Revised: 12/07/10

Revised: 01/05/16