

JOHNSON COUNTY SCHOOLS

TRAVEL REGULATIONS

Effective January 15, 2016

General Reimbursement Rates

Standard Mileage Rate (Effective 08/01/11)	\$0.47/mile
Maximum Parking Fees Without Receipt	\$ 8.00 /day
Handling Equipment/Promotional Materials	\$20.00/hotel
Lodging with motel receipt showing zero balance.	Actual Amount

Reimbursement Rates for In-State Travel

Level III Cities and Counties: Chattanooga and Hamilton County

Level II Cities and Counties: Brentwood/Franklin, Nashville, Memphis, Knoxville, Knox County, Davidson County, Shelby County and Williamson County

Level I Cities and Counties: All other cities and counties not listed above.

The per diem rates for meals and incidentals are established on the reimbursement schedule below. Receipts for meals are no longer required.

Reimbursement Rates for In-State Travel

Meals Per Day:

City Level	Breakfast	Lunch	Dinner	Incidental	Per Diem
I.	\$11.00	\$12.00	\$23.00	\$5.00	\$51.00
II.	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00
III.	\$15.00	\$16.00	\$28.00	\$5.00	\$64.00

Reimbursement Rates for Out-of-State Travel

Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates as provided by the federal government for out of state travel. To view CONUS rates access the GSA web page @ <http://www.gsa.gov> and use the per diem rates link under travel resources.

Use CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point.

You may claim meals if you are on overnight travel and not at your official station and not in your county of residence during the following times: Breakfast 7:00 a.m. - 8:00 a.m., Lunch 11:00 a.m - 1:30 p.m., Dinner 5:00 p.m. - 6:30 p.m.

OTHER TRAVEL REGULATIONS

Appropriate authority must authorize travel in advance.

Claims must be submitted within 60 days of travel or adequate written justification must accompany claim.

Claims should be in ink or typed--no pencil.

Itemized lodging receipts (showing zero balance) must be attached to claim.

Travel must be by most direct route. If you travel the scenic route by choice you pay for the excess miles.

Carpooling is required when possible. If you choose to drive separately for personal reasons, mileage costs must be shared.

Reasonable vicinity mileage is allowable and must be claimed on a separate line. A brief explanation of vicinity mileage must be included.

Travel claims must show travel movement day by day.

Mileage from one point to another and return trip made on the same day may be recorded on one line as follows: "Central Office to Doe Elementary and return."

Each claimant on the standard travel form must file a separate claim.

All signatures on claim must be original. The official station, position, title and date must be completed on the grand total page.

The standard travel form is attached.