

## Travel Expenditures and Reimbursement

Board Policy: A-19  
Approved: March 8, 1993

### I. General Policy Statement

This policy is designed to provide board members and employees with a comprehensive reference of regulations which govern payment or reimbursement of allowable expenses pertaining to official travel and subsistence. Specific regulations and procedures shall be published in the Haywood County Schools Business Policy and Procedures Manual, Section III, Travel, and shall be distributed to all administrators, principals, and supervisors to review with their staff(s) and to maintain for reference.

### II. Employee and Board Member Responsibility

An employee or board member traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this policy. Employees and board members will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Willful violations of this policy may result in disciplinary action.

### III. Authority and Source of Funds

The Superintendent or other administrators designated by the Superintendent are authorized to approve all travel authorizations and to reimburse travel expenses to the extent lawfully authorized by the source of funds as follows:

- A. State Funds - General Statutes 138-5, 138-6, and 138-7 contain regulations for per diem, transportation, subsistence, and other related employee travel allowances. Any payment or reimbursement from State appropriated funds for travel expenses to board members or employees must be in strict compliance with these statutory regulations. Specific allowances are stated in Section, III, Travel, of the Haywood County Schools Business Policy and Procedures Manual.

- B. Federal Funds - Section 15.26 of the 1977 Appropriation Act of the North Carolina General Assembly states that all federal funds received by State agencies must be deposited with the State Treasurer and expended in accordance with the terms of the Federal award, which are not contrary to the laws of North Carolina. Therefore, Federal funds shall be expended according to the same provisions of the Executive Budget Act which governs the expenditures of State funds.
  - C. Local Funds - All payments or reimbursements for travel expenses from appropriations by the County Commissioners or from other local revenue sources must generally comply with State and Federal travel regulations. The Superintendent shall have authority to approve higher or lower travel expenses than State or Federal allowances with prior written justification from the employee incurring the expense.
- IV. All payments or reimbursements for travel expenses are contingent upon the availability of funds in the proper budget account code.