



TRAVEL PROCEDURES

JANUARY 1, 2025 UPDATE

Marshall County Schools **reimburses** employees for all reasonable and necessary travel expenses actually incurred in the performance of their official duties upon presentation of an itemized statement signed by the employee and approved by the supervisor (TRAVEL EXPENSE STATEMENT). Note that the School or County credit card should **not** be used for travel - this is a reimbursement type policy.

Employees should personally pay for all expenditures relating to their travel and request reimbursement from the County after the travel or conference has taken place. (An exception to this has to do with the purchase of airline tickets before the date of travel - this expenditure may be reimbursed prior to the travel.

Invoices need to be attached to the "TRAVEL EXPENSE STATEMENT" for all expenditures except mileage and meals.

An employee must spend the night to obtain the Meal Reimbursement. If you do not spend the night for a meeting or conference, you do not receive a meal reimbursement.

MILEAGE RATE AT JANUARY 1, 2025 IS 70 CENTS PER MILE

MEAL REIMBURSEMENT:

- **DAYS THAT YOU TRAVEL TO OR FROM CONFERENCE - \$44.25 PER DAY**
- **DAYS OF CONFERENCE (NOT ANY TRAVELING) - \$59.00 PER DAY**