

**District:** Greenville Public School District  
**Section:** D - Fiscal Management  
**Policy Code:** DJD - Expense Reimbursements

#### **EXPENSE REIMBURSEMENTS**

Administrative personnel and others who have first been authorized by the superintendent to travel in the performance of their duties shall be advanced or reimbursed their expenses by the school district for such travel as indicated below:

For each mile actually and necessarily traveled in the employee's automobile or other private motor vehicle, the same rate of pay per mile as set by the Mississippi Department of Finance and Administration. Non-administrative employees are expected by the board to car pool and room together where appropriate where three (3) or more employees are traveling to the same destination. In such an event only one (1) travel expense allowance at the authorized rate per mile shall be allowed for any one (1) trip.

When such travel is done by means of a public carrier or other means not involving a private motor vehicle, the employee shall receive as travel expense the actual fare or other expenses incurred in such travel; .

Employees shall be reimbursed for other actual expenses such as meals, lodging and other necessary expenses incurred in the course of such travel, subject to limitations placed on meals for intrastate and interstate official travel by the Mississippi Department of Finance and Administration and rules and regulations adopted by the Mississippi Department of Audit.

Current reimbursements are as follows:

1. single standard room rate for accommodations
2. maximum daily reimbursement for meals for in state and out of state travel as defined by the State Department of Finance and Administration.
3. Mileage for private vehicle, \*see above.
4. actual registration fees
5. actual fare or other expenses incurred in travel by public carrier
6. incidental expenses -- reasonable gratuities, parking, etc.

The superintendent shall comply with the rules and regulations of the Mississippi Department of Audit regarding itemized expense accounts upon return of the employee.  
**REGARDING TRAVEL ADVANCES**

1. The superintendent ONLY is authorized to approve travel advances.
2. The superintendent shall comply with all rules and regulations of the Mississippi Department of Audit regarding travel advances.
3. The superintendent shall comply with the Mississippi Department of Finance and Administration daily limits on expenditures for meals.
4. All official travel must be preapproved.

5. Persons receiving advances must be officers or employees of the school district.
6. Travel advances may not be used for personal expenses or for any purpose other than the actual expenses of the authorized travel.
7. Accounting for any travel advance shall be made within five (5) working days after the end of the month in which the official travel was made.
  - a. Any money not used for travel related expenses shall be repaid the school district at this time.
  - b. The travel reimbursement form prescribed by the Mississippi Department of Finance and Administration shall be completed and submitted at this time for all money not refunded the school district.
  - c. Actual receipts for all travel expenses except meals and travel in personal vehicles are to be included.

LEGAL REF.: MS CODE ' 25-3-41

CROSS REF.: Policy DI Accounting and Reporting

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

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