

TRAVEL GUIDELINES:

Forms JC-004 (Out of County) and JC-010 (In County) may be accessed via the server. Listed as Q:\District-Resources\JC-Forms\Forms by Number. Travel reimbursements must be approved by the principal/director, include all receipts and have an agenda attached. Meals are paid based on departure/arrival times. Mileage is paid from city limit to city limit, based on established State of Florida mileage. In the event state mileage is unavailable, mileage can be verified via the internet, such as DOT transportation map, Map Quest and submitted with travel. All travel expenses should be incurred by the employee and reimbursement requested through the normal channels. At no time shall the Internal Funds be used to accommodate employees in any manner. Employees should share transportation when more than one employee per school is attending.

Mileage:

Private vehicle mileage will be reimbursed at the rate of \$.405 per mile.

Per Diem:

All overnight travelers may be allowed reimbursement for subsistence based on four quarters of six hours each to begin at 12:01 AM of each day of travel at one of the following rates:

- (A) Fifty dollars (\$50) for travel to a convention or conference which serves a direct and lawful purpose with relation to the School Board, or
- (B) Up to the amounts permitted in meals reimbursement plus actual expenses for lodging at a single occupancy rate to be substantiated by paid bills.

Charts for determining Quarters:

12:01 AM - 6:00 PM	1 Quarter
6:01 AM - 12:01 PM	1 Quarter
12:01 PM - 6:00 PM	1 Quarter
6:01 PM - 12:00 MIDNIGHT	1 Quarter

Any time traveled within the quarter, even though full quarter not used, is eligible to be counted.

Meals Reimbursement:

For travel outside Jackson County, meals allowance shall be as follows:

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- (1) Breakfast – When travel begins before 6:00 AM and extends beyond 8:00 AM, the traveler is entitled to \$5.00 for breakfast.
 - (2) Lunch – When travel begins before 12:00 NOON and extends beyond 2:00 PM, the traveler is entitled to \$10.00 for lunch.
 - (3) Dinner – When travel begins before 6:00 PM and extends beyond 8:00 PM, the traveler is entitled to \$20.00 for dinner.

No meal allowance made for travel within Jackson County.

The official mileage chart can be accessed via the server. Listed as J:\Official Mileage.