



3000 - Finance 740 - Employee Travel

1. Policy

1.1. ***Employee Travel***

The Executive Director shall establish and maintain procedures for all travel and student transportation activities. Employees or volunteers (Travelers) must follow the law, Providence Hall Charter School (PHCS) policies and established procedures when operating a motor vehicle on PHCS-related business. Travelers who travel for PHCS typically travel using their own personal motor vehicle or a PHCS-rented vehicle. Travelers using their own personal vehicle for PHCS-related travel may be reimbursed at the current federal standard mileage rate (per mile, at time of travel). In addition, parking fees and tolls paid are reimbursable if properly supported. Moving violations or parking violations may not be paid using PHCS funds.

1.2. ***Employee Travel Out of State***

Employees and other Travelers who travel out of state (or on overnight travel within the state) will do so with itineraries approved by or booked through PHCS administration, except as otherwise approved. Employees may not use public funds to pay for (or submit for reimbursement) personal expenses while traveling for the PHCS. In addition, parking fees and tolls paid are reimbursable if properly supported.

1.3. ***Meals***

Travelers who travel may receive reimbursement for meals they purchase and document during approved travel that is more than 100 miles from the PHCS' primary facility. Travelers will be reimbursed for actual expenses, including tax and gratuity, for the reasonable cost of meals or a per diem as outlined in administrative procedures.