

GENERAL PROVISIONS

The following practices are required for travel payments from internal accounts:

1. District travel vouchers must be completed for each adult who is paid for travel expenses. District employees must attach an authorized leave form.
2. District travel vouchers do not have to be completed for each student or group of students.
3. Cash advances will be allowed only for Leon County employees and students on student trips. Cash advances for travel shall not exceed the estimated per diem or lodging and meals, mileage, common carrier and registration expenses. Any prepayments are not to be included in the advance cash payment. The basis of the advance will be computed on the check requisition which is signed by the traveler and the principal. All receipts, excess advance funds and a completed district out-of-county travel form must be remitted to the SFA within three days of return to school.
4. *Class C travel* - Travel for short or day trips where the traveler is not away from his or her official headquarters overnight. A traveler shall not be reimbursed on a per diem basis for Class C travel, but shall receive subsistence, which allowance for meals shall be based on the following schedule:

Breakfast- travel begins before 6 a.m. and extends beyond 8 a.m. (\$6)

Lunch- travel begins before 12 noon and extends beyond 2 p.m. (\$11)

Dinner- travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment. (\$19)

5. No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity; except assignments of official business outside the traveler's regular place of employment if travel expenses are approved. The Chief Financial Officer shall establish a schedule for processing Class C travel subsistence payments at least on a monthly basis.

All travel payments are to be processed in accordance with the requirements outlined in LCSB Policy 6550 – Travel Guidelines.