

FINANCE

Accounts Payable

Travel—Local and Nonlocal Travel

I. PURPOSE

To define the reimbursement rate for the use of privately owned vehicles, meals, and tips and to provide index and subobject codes that may be used for recording travel-related expenses.

II. ACTIONS REQUIRED

- A. Review this notice.
- B. File this notice for reference beginning July 7, 2006.
- C. Discard this notice on June 30, 2007.

III. REIMBURSEMENT RATE

A. Mileage Rate

The reimbursement rate will follow the Internal Revenue Service (IRS) standard mileage rate for business travel. Fairfax County Public Schools (FCPS) will implement rate changes when the IRS announces rate changes; retroactive adjustments will not be made. Vehicle stipends will be adjusted proportionately in relation to the IRS standard mileage rate. See FCPS web site: <http://fcpsnet.fcps.edu/fs/finance/travel/index.htm>. This link is available only from computers within the FCPS network (FCPSnet).

B. Meal Rate (Per Diem)

The full-day per diem (including tips) is \$41. If an employee is on travel status for part of the day, the following proration shall be used to calculate the partial per diem (including tips): breakfast \$9; lunch \$12; dinner \$20.

C. Tip Rates

- 1. Cab or limousine fare—15 percent
- 2. Baggage handling—\$2 per transported bag
- 3. Maid service—\$2 per day

IV. EXPENSE CODES

A. Local Travel

Registration fees for local conferences shall be charged to school and department index codes and subobject codes listed in section IV.B.

Staff development costs for local training shall be charged to school and department index codes and subobject codes listed in section IV.B.

All other local travel expenses shall be charged to the appropriate index code listed below and subobject code 5000.

<u>Index Code</u>	<u>Location or Program</u>
855931	Elementary School Central Account
855932	Middle School Central Account
855933	High School Central Account
855934	Special Central Account
855935	Adult and Community Education (Centers and Offices)
855936	Instructional Support Central Account (Instructional Services, Educational Accountability)
855937	Student Transportation Central Account
855938	Facilities Management Central Account
855939	General Support Central Account, (Financial Services, Information Technology, Human Resources)
855940	Central Administration Central Account

B. Nonlocal Travel

All nonlocal travel expenses shall be charged to school and department index codes and the appropriate subobject codes, as follows:

<u>Subobject Code</u>	<u>Purpose of Travel</u>
5002	Legislative Travel
5003	Recruitment Travel
5020	Technical Training
5022	Professional Development
5024	School-Based Staff Professional Development

V. Use of Fairfax County Public Schools-Owned Vehicles

Individuals using FCPS-owned vehicles must adhere to the guidelines set forth in Regulation 5660, Taxable Use of School Board (Employer-Owned) Vehicles.

See also the current version of: Regulation 5660, Taxable Use of School Board (Employer-Owned) Vehicles