**E**ffective January 1, 2019

Applicability/Scope

These Travel Guidelines apply to all Jefferson County Public Schools (JCPS) District employees, all individuals traveling on its behalf, and all funds administered by the district. Amendments to this document may be made to accommodate changes in business practices throughout the fiscal year.

Purpose

This document is designed to assist employees in having a clear understanding of the policies and procedures for travel and to provide guidance on allowable and unallowable expenses.

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## **General Travel Rules**

Reasonable and Necessary Expenses

Per Jefferson County Board of Education (JCBE) Policy 03.125, JCPS will reimburse individuals traveling on official Board business for reasonable and necessary expenses incurred. Travel expense accounts are open to the public and must be able to sustain the test of public review. When planning and paying for travel, economy, prudence, and necessity are of primary concern. The use of Board funds to accommodate personal comfort, entertainment, dining preferences, convenience, and other preferences constitutes an ethical violation and is not permitted.

Our primary responsibility is to promote student achievement. This should be at the heart of every decision, including travel. Travel should not be scheduled during busy work times or when a substitute would be required.

# **Essential Business Travel**

*Essential business travel* is defined as out-of-district travel that is required to conduct official district business, excluding conferences and professional development. Employees should request approval for essential business travel as early as possible to allow for discounted rates from early reservations.

Travel Preapproval

**When district employees need to travel to workshops, conferences, or other business events, approval is required prior to traveling or incurring any travel or registration fee expenses. Anyone incurring expenses without proper authorization will be personally liable for all expenses.**

Travel Authorization

**At least 30 days prior to the date of the event, the traveler must submit the appropriate request for travel authorization and Professional Leave. This lead time ensures that travel is approved and any registration fees are paid in time. Plan ahead and begin the process as soon as you know the dates of your conference or workshop. Administrators may not approve their own travel authorizations.**

Traveler Expectations

**When traveling for district-related business, the traveler should:**

* **Be cost-conscious and spend carefully and judiciously.**
* **Report nonmeal expenses, supported by required documentation, as they were actually spent.**
* **Sign the travel expense voucher signifying that the listed expenses are correct and complete and will not be claimed for reimbursement from any other source or claimed as a tax deduction.**

**Excess costs, upgrades, circuitous routes, delays, or luxury accommodations are unnecessary and are not considered exercising prudence.**

Certification of Accuracy on Expense Reports

By signing the travel reimbursement request, the traveler is certifying the accuracy of all information and the legitimacy of the travel. The signature of the traveler’s supervisor certifies that he or she agrees that the travel was necessary and the requested reimbursements are proper. All signatures must be original. No stamped signatures will be accepted. The reimbursement must be approved by the employee’s supervisor.

**Administrators may not approve their own travel reimbursements; their immediate supervisor must sign their travel voucher before they route it to Finance for final review and approval.**

Per JCBE Policy 03.125, “Without proper documentation, individuals shall not receive reimbursement, and if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.” In addition, intentional breaches of policy may result in disciplinary action up to and including termination of employment.

Expense Report Submission Deadline

**Requests for reimbursement should be submitted no later than 20 days after the completion of travel. For in-county travel, this means submitted no later than 20 days after the last day of the month.**

Responsibility and Enforcement

* The traveler is responsible for complying with the Travel Guidelines.
* The approver is responsible for accurately reviewing expense reports for compliance.

Employees will be reimbursed for all reasonable and necessary expenses while traveling on pre-authorized JCPS business. **JCPS assumes no obligation to reimburse employees for expenses that are not in compliance with these guidelines**.

Employees who do not comply with JCPS Travel Guidelines may be subject to delay or withholding of reimbursement. Disregard for these guidelines may result in disciplinary action up to and including termination.

Approver Responsibilities

Cost center heads/Grant directors have the following responsibilities prior to authorizing travel:

* Ensure that the travel closely aligns with the JCPS Strategic Plan.
* Ensure that funds are available prior to authorizing travel.
* Ensure that the individual traveling is informed of these guidelines.
* Ensure that the employee’s immediate supervisor has approved the travel request.
* Ensure that the number of district employees from the same location on the same day(s) does not exceed six without Cabinet approval.

Unauthorized Costs

Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Incidental/Personal expenses (e.g., laundry, liquor, newspapers, snacks, toiletries, etc.) are not reimbursable.

**Events in Lexington, Kentucky**

Lexington is both relatively close and a central hub of events within the Commonwealth. Travelers should be particularly mindful of when overnight stay is necessary, such as events that both start early and end late, require after-hours group projects, or involve student supervision. In most cases, travelers should commute daily, as the cost is significantly less than overnight stay.

Special Venue Restrictions

Travel requests Alaska, Hawaii, or international destinations must be reviewed and approved by the Cabinet and the superintendent. Travel requests to these venues must include a statement clearly explaining the benefits of the travel to the students of Jefferson County. Supervisors may deny reimbursement and leave time if approval not received in advance.

Conferences, Conventions, Seminars, and Training Workshops

Where it is determined that a seminar, workshop, or training program is essential to staff development for five or more employees, the principal/director shall investigate the option of bringing the trainer on site instead of authorizing employees to travel to an off-site location. The principal/director shall document the comparative cost of an on-site session and retain such documentation on file for review by Internal Audit. The principal/director must also explore the practicality of fulfilling the desired staff development goals through use of online teleconferencing where these options may be more cost- effective. In selecting locations for meetings, principals/directors shall give first preference to district- owned facilities. For meetings of policy, advisory, or supervisory boards, the selection of a meeting site should reflect the policy that a public body conducting public business shall take care that public funds are expended prudently.

# **Mileage Reimbursement**

Travel by Automobile

Mileage claimed should be the actual mileage via the most direct route. Where a traveler travels by indirect route for personal convenience, reimbursement claim must be based on the shorter route. When traveling between non-JCPS locations, the traveler should indicate the purpose of that travel on their reimbursement request. Where an employee is dispatched directly from home, or travels from a travel destination to home, the employee’s normal commute from home to his or her primary location must be deducted from the total mileage submitted for reimbursement, and an internet map should be provided to document the miles being deducted. The traveler’s starting and ending locations should be clearly identified on the Travel Voucher. If the trip is a round trip, indicate this on the travel voucher with the letters RT. **If an employee is found to have claimed excessive mileage for any reason, that employee may be mandated to provide internet maps for all future reimbursed mileage.**

An insurance affidavit must be on file with JCPS before any mileage will be reimbursed.

District employees may use their own automobile for official travel provided the district will incur no added expenses above that of other forms of transportation available. No reimbursement will be made for fines related to moving or nonmoving violations. Reimbursement for personal automobiles is as follows:

* As of July 1, 2018, $.43 per mile

# **In-County Travel**

Travel for JCPS business is allowable for [essential JCPS business](#_Essential_Business_Travel). Any non-JCPS location should be identified with a brief one- or two- word explanation (e.g., student supervision, bank deposits, or SBAT meeting). A Professional Leave Form is required of teachers when attending in-county conferences or training during their work calendar (due to the requirements of the substitute teacher system).

Intra-day travel to Frankfort for JCPS business, or to any Kentucky Department of Education (KDE)-sponsored event held in the Commonwealth of Kentucky, will be considered in-county travel.

Reimbursement is limited to mileage in excess of round-trip miles from home to school/office unless the required attendance event is outside regular business hours. The in-county travel voucher includes information previously supplied by separate payment vouchers. It is no longer necessary to submit a separate payment voucher and a D&F with the in-county travel form.

As a general rule, the Board will not reimburse mileage traveled for school-sponsored activities (exception: principal’s attendance at Parent Teacher Association [PTA] meetings). Instead, at the discretion of a principal, the school-based employee may be reimbursed from the appropriate School Activity Fund. For example, if the athletic activity account has sufficient funds, the chaperone could be reimbursed for mileage transporting the team to an athletic event from that activity fund.

# **Out-of-County Travel**

|  |  |
| --- | --- |
| Payment Item | Documentation Required |
| Conference registration | Professional leave form, receipt/invoice |
| Hotel | Professional leave, agenda, receipt/invoice, three-quote D&F (only required if not staying in conference hotel) |
| Mileage outside of District | Professional leave, map, agenda |
| Meals (overnight trips only) | Professional leave, agenda, air itinerary/drive times |
| Incidental expenses (parking, shuttle, one checked bag, etc.) | Professional leave, actual receipts, agenda |
| Airfare | Professional leave, actual receipts, agenda, three-quote D&F |

Before You Go…

* [Professional Leave](#_Professional_Leave_Request)
* [Registration](#_Registration_Fees)
* [Airfare](#_Air_Travel)
* [Lodging/hotel](#_Lodging/Hotel)

# 

# PROFESSIONAL LEAVE REQUEST PROCEDURES

**2018-2019**

***GENERAL GUIDELINES FOR TEACHER LEAVE REQUESTS***

* A maximum of **5 (five)** professional leave days are granted per teacher per school year (school records should document this). The ***building principal*** may request additional days for a teacher by writing a justification letter to Margie Eckerle. *Approval will be granted on an individual basis, determined by the value of the leave to your school and our district, in collaboration with the Achievement Area Assistant Superintendent.*
* **No more than 6 (six)** **teachers from one school/location will be approved for professional leave on the same day or days *without prior approval*** *from Margie Eckerle***.** To request this approval**,** the principal must submit a written rationale*. Approval will be granted on an individual basis, determined by the value of the leave to your school and our district, in collaboration with the Achievement Area Assistant Superintendent.*
* **EVERY ATTEMPT SHOULD BE MADE TO *NOT* SCHEDULE PROFESSIONAL LEAVE ON MONDAY OR FRIDAY***.* ***These are high non-attendance days in the district and******substitutes cannot be guaranteed on Mondays or Fridays****.*
* When an employee is approved to attend a conference or to take professional leave, on a work/contract day, employees will not be paid additional funds to attend. If an employee is attending on a non-contract day, they will not be paid to attend.
* Extended days are not to be used to attend conferences.
* Professional Leave Requests for certified teachers, counselors, and assistant principals are required to have the approval of:
* Building principal
* Grant Director, if grant funds are being used.
* Margie Eckerle
* Assistant Superintendent under certain circumstances
* **Bookkeepers**: Be certain Professional Leave Requests have all required approval signatures ***before*** submitting them with vouchers to Accounting or Grants & Awards for payment.

***COMPLETION OF THE PROFESSIONAL LEAVE REQUEST FORM***

* ALL parts of the form must be completed! Complete ***all***information requested and ***do not*** use acronyms of organizational names. **THIS INCLUDES the “Expenses to be paid out of:” section. We must have this information to determine approval.**
* **If a substitute is being requested**, complete the section “Expenses to be Paid Out Of” using either the criteria for **Local School, Grant Funds or Outside Reimbursement OR Board Reimbursement Funds** (see next section for criteria directions).

***CRITERIA FOR LOCAL SCHOOL FUNDS, GRANT FUNDS OR OUTSIDE REIMBURSEMENT***

If school funds are being used or funds from another source to pay for the substitute:

1. Check **Other** or **Federal Fund.**
2. Provide the name of the funding source.
3. Indicate if the school or a grant is paying for the substitute.
4. Be sure to complete substitute information.
5. Professional Leave Forms paid through local funds, grant funds or outside reimbursement **must** be submitted **no less than two weeks** prior to the leave dates.
6. **Once approved, request your substitute.** As with any approved leave, **substitutes are provided based on availability**.

***CRITERIA FOR BOARD PAID SUBSTITUTES***

There are a *limited number* of substitute teacher days budgeted to cover professional leave requests each year. Professional leave requests that require the use of substitute teachers will be granted from the Board's General Fund by applying the following criteria:

1. Teachers holding office in statewide or national organization(s) in connection with their assigned teaching duties (be sure to include office held on form);
2. Teachers invited to make conference presentations at state or national conferences/ conventions involving their assigned teaching duties (be sure to indicate that you are a presenter);
3. Teachers receiving a state or national award (please indicate);
4. For teachers accompanying students to statewide academic or sport competitions (Academic Competitions, Sweet Sixteen, Nationals, etc.) **Be sure to write at the top of the form, “Student Supervision to Attend \_\_\_\_\_\_\_\_\_\_”!**
5. Teachers attending a conference.
6. Professional Leave Forms paid through the Board’s General Fund **must** be submitted **no less than thirty days** prior to the leave dates to allow time for processing.
7. Once approved, request your substitute through Absence Management. As with any approved leave, substitutes are provided based on availability.

***WHEN DO YOU NEED PROFESSIONAL LEAVE?***

Use this quick checklist to determine if you need to submit a Professional Leave Request Form:

* 1. If you are a teacher, certified administrator, or central office administrator, and you are attending a meeting/professional development out of district/state, you **MUST have approved Professional Leave**. No Exceptions!
  2. If you are a teacher, certified administrator, or central office administrator, and you are requesting reimbursement, you **MUST have approved Professional Leave**. No Exceptions!
  3. If you are a teacher, and you are requesting a substitute, you **MUST have approved Professional Leave** (it doesn’t matter who is paying for the sub). No Exceptions!
  4. NOTE: If you are attending a meeting/professional development at a JCPS Facility or in Frankfort, and you are NOT requesting a sub or being reimbursed for expenses, **you do not need to fill out a Professional Leave Form**. *Regularly scheduled JCPS meetings do not require Professional Leave*.

***PLEASE NOTE THE FOLLOWING INFORMATION:***

***Professional Leave Forms must be submitted no less than two weeks prior to the leave dates. Requests received less than two weeks before will be denied unless verified, extenuating circumstances exist. Dates must include travel dates, if applicable.***

***If approval for Board Paid Substitutes is requested, forms must be submitted 30 days prior to the leave.***

***Professional Leave Requests will not be approved after the date of the meeting or conference. This means you will not be reimbursed or receive credit hours. Forms must be turned in and approved before the date of the meeting or conference. Two weeks is acceptable if approval for Board Paid Substitutes is not requested (i.e. the school is paying for the sub).***

***Requests for professional leave to attend an event in Alaska, Hawaii or out of the country must include a detailed description of the benefit to the district/school and enhancement of the employee’s position/experience, to be approved.***

***PROFESSIONAL LEAVE REQUEST ROUTING INFORMATION***

***2018-2019***

|  |  |
| --- | --- |
| **SCHOOL PERSONNEL** | **SUBMITTED FOR APPROVAL TO** |
| **Certified Teachers**   * All forms must have the building principal approval signature. * If **Grant Funds** are being used, all forms must also have the **Grant Director’s signature**. | * **1st to Appropriate Grant Director** if grant funds are being used. * **2nd to Margie Eckerle, Director, Administrator Recruitment and Development, VanHoose 2nd Floor** |
| **Assistant Principals, Associate Principals, Counselors**   * All forms must have the **building principal approval signature**. * If **Grant Funds** are being used, all forms must also have the **Grant Director’s signature.** | * **1st to Appropriate Grant Director** if grant funds are being used. * **2nd to Margie Eckerle, Director, Administrator Recruitment and Development, VanHoose 2nd Floor** |
| **Athletic coaches and coaches for State Governors Cup and Derby Festival Academic Challenge**  *All forms must have the building principal approval signature.* | * **1st to Appropriate Grant Director** if grant funds are being used. * **2nd to Jerry Wyman, Director of Athletics,** * **3rd to Margie Eckerle, Director, Administrator Recruitment and Development, VanHoose 2nd Floor** |
| **Building Principals**  *Submit directly to your Achievement Area Assistant Superintendent.*  If **Grant Funds** are being used, all forms must also have the **Grant Director’s signature.** | * **1st to Appropriate Grant Director** if grant funds are being used. * **2nd to Area Assistant Superintendent** –**VanHoose 2nd Floor** (they keep on file) |
| **Classified, School-Based Staff -** Requires only Building Principal approval, unless Grant Funds are being used.  **If no grant funds, principal signs, keep on file at school.** | If Grant Funds are being used, forward to **the Grant Director** for approval after principal signs. The Grant Director will return the form to the school. |
| **Special Approval Needed for:**   * More than 6 (six) staff requesting leave on one day from any location * Request to exceed 5 (five) day limit for any teacher * Professional leave request to attend events in Alaska, Hawaii, or out of the country: Principal Signature and written rationale, submit to: Margie Eckerle first. The routing order then follows box to the right. | **Margie Eckerle, Director, Administrator Recruitment and Development, VanHoose 2nd Floor**  The routing order is as follows:   * Margie Eckerle, HR * The Area Assistant Superintendent * Cordelia Hardin, Chief Financial Officer * Dr. Pollio, Acting Superintendent |
| **Central Office Administrators** | **Your immediate supervisor and/or Cabinet level Chief** |

Registration Fees

Registration fees are allowed in the amount necessary to qualify individuals to attend conventions, meetings, conferences, etc.

# **Air Travel**

Employees should book airfare as soon as their trip is approved, which will generally result in lower cost than closer to the trip dates. Once booked, airfare may be submitted for reimbursement without waiting until the trip is complete. When traveling by air:

* Employees are expected to use the lowest logical airfare available.
* Employees must book fares in coach/economy class.
* Employees must make reservations at least 14 days in advance for nonessential business travel.
* Employees must use a common carrier.
* Employees must take advantage of reduced round-trip rates when available.
* Employees who obtain a nonrefundable ticket and subsequently do not use the ticket will be liable for the cost of the airline ticket.

Upgrades for Air Travel

Upgrades for air travel are not reimbursable. If an employee wishes to upgrade, it is done at the employee’s expense.

Change Fees

When a traveler requests any changes after the ticket has been issued, the traveler is responsible for all fees associated with any requested changes.

# **Lodging/Hotel**

Lodging arrangements may be requested at least three weeks in advance to be paid by voucher, with all approved professional leave forms and an invoice/cost recap attached, or may be requested as reimbursement upon return. If requested in advance, mark the voucher with special instructions “Do Not Mail – Return to Preparer” or “Hold at Van Hoose” and carry the check with your to the conference.

Due to negotiated rates, accommodation at the conference hotel is always preferred. In case of cancellation:

* Employees are responsible for cancelling the reservation.
* Employees will be held responsible and will not be reimbursed for “no-show” charges.
* Employees should request and record the cancellation number in case of billing disputes.
* Employees should note that cancellation deadlines are based on the local time of the property.
* Employees should note that hotel telephone usage is a personal expense and is not reimbursable.

An itemized hotel folio is required for reimbursement (assuming not paid prior to the conference). Please note that an individual traveling on JCPS business should not be charged sales tax but that most domestic hotels will accept and may require a copy of our tax exemption certificate. Please call Purchasing at **485-3543** for a copy to take with you on your travel. (Note: the sales tax exemption form will not exempt the individual from transient room fees charged in many locales.)

In circumstances where it is unclear how certain expenses were paid, Finance may require a credit card statement or other proof of payment prior to reimbursing the expense.

No Lodging or Per Diem Zone

Expenses for lodging and per diem are not reimbursable if the conference/meeting is within a 50-mile radius from either the employee’s home or JCPS. (See the map on page 14 showing counties included in this zone from JCPS.)

# Expense Reimbursement after the Conference…

Meal Reimbursement by Per Diem

The JCBE uses the per diem method to reimburse out-of-county meals. At this time, the rates are $36 for full days in High Rate Areas or $30 for full days in all other areas. These amounts include tips. Receipts will not be required to claim this meal reimbursement. The list of localities qualifying as High Rate can be found at <http://finance.ky.gov/services/policies/Documents/FAP%20120-17-03%20DSAS.pdf> or see the Appendix for the list as of July 1, 2018.

Employees are expected to avail themselves of meals provided by the conference as shown with a copy of the conference/workshop agenda, unless approved at the Cabinet level.

**Partial meal days** are when district employees are traveling to/from a conference or when at least one meal is provided by the conference. Travel times departing from Louisville and returning to Louisville should be identified on the travel voucher to indicate either full or partial meal days. Partial meal days will be reimbursed as follows:

|  |  |  |
| --- | --- | --- |
|  | HIGH RATE AREAS | OTHER AREAS |
| BREAKFAST | $8 | $7 |
| LUNCH | $9 | $8 |
| DINNER | $19 | $15 |

During a Professional Association Conference that serves a special meal, such as a banquet, the cost of this meal will be reimbursed in full (without regards to the rates above).

Breakfast Per Diem on Outward-Bound Travel

A breakfast per diem may not be claimed on the first day of outward-bound travel.

Meal Per Diem Eligibility Times

|  |  |  |  |
| --- | --- | --- | --- |
| **OUTBOUND Departure Times** | Breakfast Eligible | Lunch Eligible | Dinner Eligible |
| Prior to 8 a.m. | No | Yes | Yes |
| After 8 a.m. and before 2 p.m. | No | Yes | Yes |
| After 2 p.m. | No | No | Yes |

|  |  |  |  |
| --- | --- | --- | --- |
| **RETURN Arrival Times** | Breakfast Eligible | Lunch Eligible | Dinner Eligible |
| Before 12 noon | Yes | No | No |
| After 12 noon and before 5 p.m. | Yes | Yes | No |
| After 6 p.m. | Yes | Yes | Yes |

In instances when an individual elects to drive his or her own automobile rather than fly, the reimbursement for transportation will be limited to the lesser of either the cost of flying or the mileage reimbursement rate.

To reduce the cost of travel, the only transportation expenses to be reimbursed to the employee may be one day before the start of the conference and/or one day after the final day of the conference, unless approved in advance by a Cabinet-level employee.

Day Travel Per Diem

Meal reimbursement will **not** be paid to an employee unless travel involves overnight lodging.

Personal Expenses for Convenience, Comfort, or Personal Preference Nonreimbursable

Expenses of a personal nature incurred for the convenience or comfort of the traveler, including travel by indirect routes or stop-overs for personal reasons or leaving earlier or returning later than necessary on a trip, are **not** reimbursable.

Airport Parking

When parking at an airport is part of business travel, it is expected that employees will utilize long-term surface parking lots. Short-term or garage parking fees will not be reimbursed.

Ground Transportation (Taxis, Buses, Airport Shuttles, Lyft, Uber)

Fares to/from airports are reimbursable with receipts. Local transportation can only be claimed when the traveler’s hotel is not within walking distance of the conference/meeting venue. Ground transportation is not reimbursable to dinner, entertainment, personal errands, or other destinations that are not associated with the conference.

Rental Cars

JCPS will **not** pay for rental cars used while attending a conference.

Incidental/Personal Expenses

Incidental/Personal expenses (e.g., laundry, liquor, newspapers, snacks, toiletries, etc.) are not reimbursable.

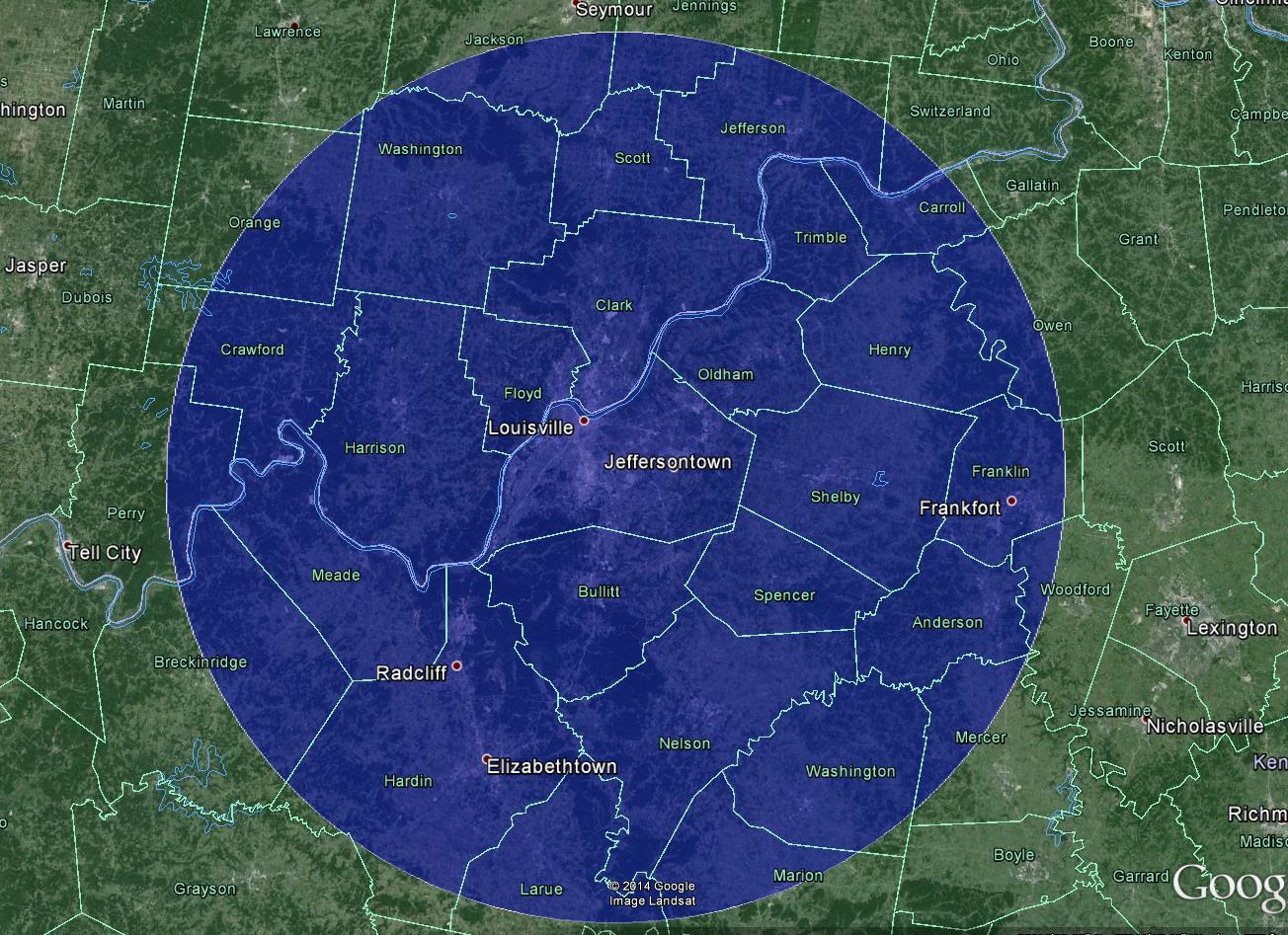
# **Contractor Travel**

When a contract is negotiated and approved by the Board, and the contractor is to be reimbursed for travel expenses, the contractor is subject to these Travel Guidelines. The contractor will be required to submit itemized receipts for all expenses claimed. We will reimburse the amount of the itemized receipts up to the per diem rate, which is $30 per day for Louisville, Kentucky.

# **Nonreimbursable Expenses**

◆Caution: This list of nonreimbursable expenses is intended to be representative, not comprehensive.

1. Alcohol
2. Baggage
   1. Lost baggage
   2. Optional baggage insurance
   3. Overweight baggage fees
   4. Excess baggage fees (more than one checked bag)
   5. Oversized baggage fees
   6. Personal items, even if purchased due to lost or delayed baggage
3. Bank charges for ATM withdrawals and foreign currency conversion fees
4. Barbers and hairdressers
5. Cell phone charges, such as roaming
6. Change or cancellation fees of a flight/hotel reservation that do not fit into the following reasons:
   1. JCPS business required change verified by supervisor
   2. Canceled conference/meeting
   3. Airline canceled flight
   4. Death of a family member (spouse, child, parent, grandparent, grandchild, sibling)
   5. Your own unexpected illness, which is **not** due to your own misconduct
7. Childcare
8. Clothing
9. Club and membership dues
10. Credit card charges/fees
11. Death of employee or family member while traveling
12. Dependent care
13. Entertainment, including event cost and associated transportation
    1. Theatre/Concerts
    2. Sightseeing/Pleasure tours
    3. Sporting events
    4. Social and amusement activities
    5. Golf fees/Ski lift tickets
14. Expenses due to personal negligence of traveler, including:
    1. Fines/Fees—parking tickets, traffic violations, court costs, towing fees
    2. Services to gain entry to a locked vehicle
    3. Failure to cancel hotel reservations
    4. Delivery of fuel to car
    5. Jump-starting vehicle
    6. Missed flights
    7. Flight change due to failing to confirm details prior to departure
    8. Airfare purchased less than 14 days in advance, unless the travel is for essential business travel as defined in these Travel Guidelines
15. Frequent flyer purchases/upgrades
16. Gifts
17. Global Entry Program
18. GPS
19. Gratuities/Tips (any/all)
20. Home or lawn maintenance expenses
21. Internet connectivity in hotel, airplanes, and other public places
22. Laundry/Dry cleaning services for travel of fewer than seven consecutive business days
23. Legal fees
24. Limousine service
25. Loss or theft of personal funds, property, or airline tickets
26. Meal expenses that do not involve an overnight stay
27. Meals for individuals who are not JCPS employees
28. Medical expenses (doctor fees, hospital charges, prescription medications, other medical services)
29. Mileage to attend either visitations or funeral services
30. Passport, vaccination, and visa expenses
31. Personal convenience/Comfort and upgrade expenses
    1. Early bird check-in fees
    2. Economy comfort seating
    3. Amenities, such as blankets, pillows, headphones, snacks, etc.
32. Personal/Incidental expenses
    1. Movies, personal calls, manicures, pedicures, mini-bar, shoe shine, in-room video, fitness center fees, massages, spa treatments, reading material, snacks, sundry items, safety deposit boxes in hotel, etc.
33. Personal automobile insurance
34. Personal automobile maintenance/tune-ups, repairs
35. Pet care (veterinarian expenses, boarding/kenneling expenses)
36. Souvenirs
37. Spouse/Family/Guest/Companion expenses
38. Telephone
39. Transportation to restaurant or entertainment zones (e.g., downtown Nashville)
40. Travel insurance
41. Traveler’s check fees
42. Vacation or personal day expenses taken before, during, or after a business trip
43. Valet parking (unless required by the hotel)

Overnight Travel Prohibited—50-Mile No Per Diem Zone†

|  |  |  |
| --- | --- | --- |
| Kentucky Counties Prohibited For All | | Indiana Counties Prohibited For All |
| Anderson  Breckinridge  Bullitt  Carroll  Franklin  Hardin  Henry  Jefferson  Larue  Marion | Meade  Mercer  Nelson  Oldham  Owen  Shelby  Spencer  Trimble  Washington  Woodford | Clark  Crawford  Floyd  Harrison  Jackson  Jefferson  Jennings  Orange  Perry  Scott  Switzerland  Washington |

**†50-Mile Radius From JCPS OR a 50-Mile Radius From Employee Residence**

Finance and Administration Cabinet Manual of Policies and Procedures

**FAP 120-17-03**

**TRAVEL EXPENSE HIGH RATE AREAS**

Effective June 1, 2001, the list of High Rate Areas recognized by the secretary of the Finance and Administration Cabinet for travel expense purposes shall be as follows:

|  |  |
| --- | --- |
| Akron, OH | Corporate Limits |
| Alaska | Entire State |
| Albuquerque, NM | Corporate Limits |
| Baton Rouge, LA | Corporate Limits |
| Biloxi, MS | Corporate Limits |
| Birmingham, AL | Corporate Limits |
| Boise, ID | Corporate Limits |
| Burlington, VT | Corporate Limits |
| California | Entire State |
| Canada | All Provinces |
| Charleston, SC | Corporate Limits |
| Charlotte, NC | Corporate Limits |
| Chicago, IL | Cook County and DuPage County |
| Cincinnati, OH | Corporate Limits |
| Cleveland, OH | Corporate Limits |
| Coeur d’ Alene, ID | Corporate Limits |
| Colorado | Entire State |
| Columbia, SC | Corporate Limits |
| Columbus, OH | Corporate Limits |
| Connecticut | Entire State |
| Des Moines, IA | Corporate Limits |
| Detroit, MI | Corporate Limits |
| Florida | Entire State |
| Gatlinburg/Pigeon Forge, TN | Corporate Limits |
| Georgia | Entire State |
| Hawaiian Islands | All Islands |
| Hilton Head, SC | Island |
| Hot Springs, AR | Corporate Limits |
| Indianapolis, IN | Corporate Limits |
| Jackson Hole, WY | Corporate Limits |
| Kansas City, KS | Corporate Limits |
| Kansas City, MO | Corporate Limits |
| Knoxville, TN | Corporate Limits |
| Lake Tahoe, NV | Corporate Limits |
| Las Vegas, NV | Corporate Limits |
| Little Rock, AR | Corporate Limits |
| Madison, WI | Corporate Limits |
| Maine | Entire State |
| Maryland | Entire State |
| Massachusetts | Entire State |
| Memphis, TN | Corporate Limits |

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| Milwaukee, WI | Corporate Limits |
| Minneapolis, MN | Corporate Limits |
| Mobile, AL | Corporate Limits |
| Myrtle Beach, SC | Corporate Limits |
| Nashville, TN | Corporate Limits |
| New Hampshire | Entire State |
| New Jersey | Entire State |
| New Orleans, LA | Corporate Limits |
| New York | Entire State |
| Oklahoma City, OK | Corporate Limits |
| Omaha, NE | Corporate Limits |
| Pennsylvania | Entire State |
| Phoenix/Scottsdale, AZ | Corporate Limits |
| Portland, OR | Corporate Limits |
| Raleigh, NC | Corporate Limits |
| Rapid City, SD | Corporate Limits |
| Reno, NV | Corporate Limits |
| Rhode Island | Entire State |
| Richmond, VA | Entire State |
| Roanoke, VA | Corporate Limits |
| Salt Lake City, UT | Corporate Limits |
| Santa Fe, NM | Corporate Limits |
| Springfield, IL | Corporate Limits |
| St. Louis, MO | Corporate Limits |
| St. Paul, MN | Corporate Limits |
| Texas | Entire State |
| Topeka, KS | Corporate Limits |
| Tucson, AZ | Corporate Limits |
| Tulsa, OK | Corporate Limits |
| Washington | Entire State |
| Washington, D.C. | Corporate Limits of Washington, D.C.; the cities of  Alexandria, Falls Church of Arlington, Loudown, and  Fairfax in Virginia; and the counties of Montgomery and Prince George in Maryland |
| Wilmington, DE | Corporate Limits |
| Ypsilanti, MI | Corporate Limits |
| Other | All United States Possessions |

(KRS 45.101 and 200 KAR 2:006)