

**NON-INSTRUCTIONAL SERVICES : Travel****1. Overnight Travel Requests**

When making overnight travel requests, the appropriate administrator or supervisor and the employee shall give consideration to whether the proposed travel:

- a. Promotes the interest of the school system
- b. Is for the purpose of participating in training, receiving an award, or making a presentation
- c. Has educational value for the employee
- d. Has a direct relationship to the employee's job responsibilities
- e. Results in extended time away from the job site
- f. Is cost-effective within the established budget.

**2. Overnight Travel Approval**

Prior approval of overnight travel must be obtained from the Superintendent, Chief of Staff, or appropriate Deputy Superintendent. This approval authority may be delegated in writing to assistant superintendents, executive directors, or other managers.

**3. Expense Guidelines**

- a. Reimbursement for travel expenses will be paid for mileage, tolls and parking, meals, lodging, registration fees, and transportation fees according to specifications detailed in Board Policy and Rule 3126 (Accounting and Cash Management: Expense Reimbursement).
- b. No travel expenses will be paid by those seeking to do business with the Baltimore County Public Schools prior to obtaining a contract from the Board of Education. Vendors should specify in the contract any costs for travel and training.
- c. No travel expenses will be paid for spouses and/or family members who accompany Board members, employees, or volunteers.

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- d. No Board member, employee or volunteer shall receive personal benefit from travel paid for by the Baltimore County Public Schools. Once the obligations of work-related travel have been met, any expenses incurred through the extension of time or travel, which result in personal benefit, will be assumed by the individual.

Related Policies: Board of Education Policy 3126, Expense Reimbursements  
Board of Education Policy 8362, Gifts to the Board of  
Education, Schools, and Offices Within the School  
System

Rule

Superintendent of Schools

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