

## NON-INSTRUCTIONAL SERVICES: [Travel] NON-INSTRUCTIONAL SERVICES

TRAVEL

## I. [1.] Overnight Travel Requests

- A. When making overnight travel requests, the appropriate administrator or supervisor and the employee shall give consideration to whether the proposed travel:
1. [(a.)]Promotes the interest of the school system;
  2. [(b.)]Is for the purpose of participating in training, receiving an award, or making a presentation;
  3. [(c.)]Has educational value for the employee;
  4. [(d.)]Has a direct relationship to the employee's job responsibilities;
  5. [(e.)]Results in extended time away from the job site;
  6. [(f.)]Is cost effective within the established budget.

II. [2.] Overnight Travel Approval

- A. Prior approval of EMPLOYEE overnight travel must be obtained from the Superintendent[, Chief of Staff, or appropriate Deputy Superintendent]. This approval authority may be delegated in writing to THE CHIEF OF STAFF, ASSOCIATE SUPERINTENDENT, DEPUTY SUPERINTENDENT, assistant superintendents, executive directors, or other managers.

III. [3.] Expense Guidelines

- A. [(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 Reimbursements*)] IN ACCORDANCE WITH BOARD POLICY AND SCHOOL SYSTEM PROCEDURES.
- B. [(b.)]No travel expenses will be paid TO ANY PERSON WHO IS NOT AN EMPLOYEE OR UNDER CONTRACT WITH [by those seeking to do business with the Baltimore County Public Schools (BCPS) prior to obtaining a contract from] the Board of Education OF BALTIMORE COUNTY (BOARD). [Vendors should specify in the contract any costs for travel and training.]

1. CONTRACT EMPLOYEES WILL ONLY BE REIMBURSED UNDER THIS RULE IF THE CONTRACT SPECIFICALLY AUTHORIZES REIMBURSEMENT COSTS FOR TRAVEL-RELATED EXPENDITURES.
- C. [(c.)]No travel expenses will be paid for spouses and/or family members who accompany Board members, employees, or volunteers.
- D. [(d.)]No Board member, employee, or volunteer shall RECEIVE [experience] personal FINANCIAL benefit from travel paid for by the [Baltimore County Public Schools] BCPS. Once 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 8361, *ETHICS CODE, GENERAL*  
Board of Education Policy 8362, *Gifts to the Board of Education, Schools, and Offices Within the School System*

Rule

Superintendent of Schools

Adopted: 10/8/96

Revised: 3/14/06

REVISED: \_\_\_\_\_