

Emanuel County Schools Travel Regulations (based on State Travel Regulations)

1. Mileage reimbursement is .555 per mile, effective 4/17/12.
2. Meal Reimbursements
 - a. The following areas in Georgia have been classified as “high cost” and special meal limits apply for: Cobb County, DeKalb County, Fulton County, Gwinnett County, Glynn County, and Chatham County.
 - i. Breakfast--\$7.00 Lunch--\$9.00 Dinner--\$20.00
 - b. In all other Georgia areas the current meal rates are:
 - i. Breakfast--\$6.00 Lunch--\$7.00 Dinner--\$15.00
 - c. Meals included as part of a professional learning activity and/or conference are **not** reimbursable. The program agenda for professional learning activities must be included as supporting documentation for meals claimed on the travel expense form.
3. What meals you can claim
 - a. When travel includes an overnight stay:
 - i. Must leave before 6:30 am to claim breakfast
 - ii. Lunch can be claimed if traveling before 11:00 a.m.,
or if you depart by 1:30 p.m.
 - iii. Dinner can be claimed if traveling after 7:30 p.m.,
or if you depart by 5:30 p.m.
 - b. When travel does not include an overnight stay:
 - i. Must be gone more than 13 hours during the day for lunch and/or breakfast to be claimed
 - ii. Must leave before 6:30 am to claim breakfast
 - iii. Lunch can be claimed if you leave before 11:00 am
4. Employees of Emanuel County Schools are exempt from county or municipal excise tax on lodging. Employees are required to submit a copy of the tax-exempt form when they register at a hotel/motel. Employees will not be reimbursed for the excise tax if they fail to properly submit the tax-exempt form to the hotel/motel. We are not exempt from state sales tax on lodging, and employees will be reimbursed when it is paid. The Hotel/Motel tax exempt form can be found on the district’s website under the finance department.
5. Travel Expense Forms can be found on the district’s website under the finance department. Any submitted reimbursements will be returned if incomplete, completed incorrectly, missing attachments, or if hand written.
6. Completed Travel Expense Forms should be submitted to appropriate principal, director, or supervisor for approval and forwarded to the Finance Department.
7. Travel Expense Forms are due to the Finance Department by the first and third Wednesday of each month. Travel is processed and mailed on the second and fourth Tuesday of each month.