Thomas County Schools Travel Regulations, based on State Travel Regulations

1. Employees should submit travel reimbursement reports within 45 calendar days of completion of travel.

2. Mileage reimbursement is .565 per mile, effective 1/1/2013. Prior to this date, the rate was .555 per mile from 4/17/12 until 12/31/12.

3. Employees should use a school system vehicle for travel unless one is not available. If an employee chooses to use their own vehicle instead of a school system vehicle then the mileage reimbursement will be at a lesser rate (currently .24 per mile). However, if a county vehicle is traveling to the same destination, and the vehicle has sufficient room for another passenger, an employee will not be paid the lesser rate. System vehicles can be requested by contacting the bus garage at 225-4386.

4. Meal Reimbursement Rates
    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
        ii. Lunch--$9.00
        iii. Dinner--$20.00

    b. In all other Georgia areas the current meal rates are:
        i. Breakfast--$6.00
        ii. Lunch--$7.00
        iii. Dinner--$15.00

5. What meals you can claim
    a. For overnight trips, employee will receive a maximum of 75% of allowable per diem on the day of departure and the day of return.
    b. For non-overnight trips, employee will receive a maximum of 75% of the allowable per diem if travel is more than 50 miles from home, and employee is away for more than 12 hours.

6. Employees of Thomas 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.

    If a hotel refuses to accept the tax-exempt form, the employee should pay the tax and document this fact on their travel reimbursement report, and employee will be reimbursed.

7. Employees are required to attach a copy of the approved travel request form to their travel expense reimbursement form and the form must not be hand written. Any submitted reimbursements will be returned if the approved travel request form is not attached or if it is hand written.

Link to State Travel Regulations -
http://sao.georgia.gov/00/channel_createdate/0,2095,39779022_173993666,00.html