

JOHNSON COUNTY SCHOOLS

TRAVEL REGULATIONS

Effective July 1, 2022

General Reimbursement Rates

Standard Mileage Rate (Effective 07/01/2022) \$0.625/mile
Lodging with motel receipt showing zero balance. Actual Amount

Reimbursement Rates for In-State and Out-of-State Travel

Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates as provided by the federal government for in state and out of state travel. To view CONUS rates access the GSA web page @ <http://www.gsa.gov> and use the per diem rates link under travel resources.

Use CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point.

You may claim meals if you are on overnight travel and not at your official station and not in your county of residence during the following times: Breakfast 7:00 a.m. - 8:00 a.m., Lunch 11:00 a.m. - 1:30 p.m., Dinner 5:00 p.m. - 6:30 p.m.

OTHER TRAVEL REGULATIONS

Appropriate authority must authorize travel in advance.

Claims must be submitted within 60 days of travel or adequate written justification must accompany claim.

Claims should be in ink or typed--no pencil.

Itemized lodging receipts (showing zero balance) must be attached to claim.

Travel must be by most direct route. If you travel the scenic route by choice you pay for the excess miles.

Carpooling is required when possible. If you choose to drive separately for personal reasons, mileage costs must be shared.

Reasonable vicinity mileage is allowable and must be claimed on a separate line. A brief explanation of vicinity mileage must be included.

Travel claims must show travel movement day by day.

Mileage from one point to another and return trip made on the same day may be recorded on one line as follows: "Central Office to Doe Elementary and return."

Each claimant on the standard travel form must file a separate claim.

All signatures on claim must be original. The official station, position, title and date must be completed on the grand total page.

The standard travel form is attached and may be found on our website.

