

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: DIE-RB, Negotiated Agreements
Responsible Office: Chief Operating Officer
Financial Services

Local Travel

I. PURPOSE

To publish the criteria and procedures for the use of local travel funds

II. DEFINITIONS

Local travel is defined as travel within the State of Maryland or in the Washington metropolitan area including travel that requires lodging for one or more nights and/or travel outside the state when an overnight stay is not required. However, all travel requiring overnight stays must be approved in advance by the appropriate account manager or administrative supervisor prior to the trip. The Division of Controller shall publish the mileage reimbursement rate which shall be based on the Internal Revenue Service expense mileage rate.

III. PROCEDURES

- A. Mileage reimbursement will be made in accordance with procedures described in the unit member's appropriate negotiated agreement.
- B. Employees assigned to more than one school or location in any work day will have the location closest to their home as their designated base location.
- C. All local mileage and related expenses are to be reported on the last work day of each month on Form 220-2: *Monthly Statement of Mileage for Use of Private Vehicle*.
- D. Mileage not reported on time could be the basis for the denial of reimbursement.
- E. Program/account managers are to forward all approved mileage statements to the Division of Controller on or before the sixth day of each month.

Regulation History: Formerly Regulation 220-1, revised October, 1982; revised May 2, 1988; revised May 5, 1989; revised January 6, 2005.