

PROCEDURES FOR PROFESSIONAL LEAVE/TRAVEL REIMBURSEMENT

1. Complete the Professional Leave and Request for Purchase form. The form must be completed with detail as to where and when you are going, funding source, etc. If you do not know the funding source, check with your school bookkeeper. You must contact the board of education office to see if the board vehicle is available for you to drive. If it is not, you will need to drive your personal vehicle. You must still complete the travel expenses portion of the form either way. The mileage rate is determined on July 1 and kept the same throughout the fiscal year. You must estimate the travel from your home school to the location of the meeting. If you are unsure of the mileage amount, ask your school bookkeeper. Complete the form, listing the expenses on the professional leave. If you are staying overnight, you can ask for reimbursement for your meals. Our daily rate is \$40.00/day. You must keep and turn in your itemized receipts when you return from your meeting to be reimbursed. If you go over the \$40.00 daily rate, you will only be reimbursed up to the \$40.00.
2. If hotel lodging or registration is needed, complete the next portion of the form and list the name, quantity, price, etc. The funding source will need to be listed also. Sign and date the form, and give to the bookkeeper. When the Professional Leave is approved, a purchase order will be typed by the school bookkeeper and given to you for your hotel and registration.
3. When you return from your training, you will need to complete the F-75 (standard invoice) to request reimbursement for your travel (if you drove your personal vehicle, and for meals, if you stayed overnight and was approved for reimbursement). The first column of this form is the date, the 2nd column is the mileage amount, the 3rd column is the description. For example: PD in Lexington 11/14/17. The next column is the mileage rate ie. \$.42; next column is the budget code/funding source; last column is the total. Sign and date above the "Vendor Signature". Attach a copy of your professional leave and receipts to the back of the F-75. Give to your school bookkeeper. You will receive your reimbursement via a check after the next monthly board meeting.
4. The F-75 form is on our website. The Professional Leave and Request for Purchase form is available from your school bookkeeper.
5. The set mileage rates, round trip, from the Board of Education office are listed below:

● Crossroads Elementary	12 miles
● Mt. Sterling	30 miles
● Morehead	44 miles
● West Liberty	89 miles
● Lexington	100 miles
● Carter Caves	100 miles
● Ashland-KEDC	144 miles
● Frankfort	175 miles
● Louisville	250 miles

Kentucky Bank Visa Card

It is preferred that the Kentucky Bank Visa Card only be used in an emergency situation. Using the Kentucky Bank Visa does not save time. You are still required to do a purchase request/requisition and a purchase order. However, when using the Visa instead of using a purchase order number to make purchases, it is impossible to tell if the vendor has our tax exempt status form therefore, they may charge us tax. The vendor will credit the tax back to our account after they have been emailed our tax exempt certificate, but then it is too late and our bank statement has tax and a tax credit. Which, then has to be applied back to the proper account. Also, the Kentucky Bank Visa is due by the 26th of each month and must be paid on time or we are charged interest. This leaves us at the mercy of the vendor and not all vendors will do invoices. We must pay from a closed correct invoice.

Emergency - gifts are not an emergency. Only exception is when Walmart card is full at Christmas and the Children Inc. gifts must be purchased. No online purchases to Walmart because we will be charged tax. At check out the tax exempt card is then given to the merchant prior to check out.

Hotels

Most hotels in our area are set up as a vendor. It is just as easy to give them a p.o.# as a credit card #. If the hotel will not accept a p.o. # then they are not set up as a vendor and they will charge us tax. It is very important when checking out of hotel to get your itemized receipt. This insures that everything is correct, and that there are no incorrect charges or state/sales tax. It is your responsibility to make sure it is correct and to give the receipt to whomever has your p.o. , this is normally your bookkeeper. All bookkeepers come to the board office on a daily basis and bring p.o. s. I should have your correct receipt attached to the p.o. and or p.o. request/requisition and a copy of professional leave. I don't need anything else.

It is also a good idea to get a pre-authorization of the Kentucky Bank Visa. This can be done a week or two before going to the hotel. You or your bookkeeper will need to call the hotel and get the card pre-approved. Also, at this time you can let them know that we are tax exempt. They will want you to email a copy of our tax exempt certificate. This will allow you to make charges at the hotel's restaurants and room service using your room number. However, it is still good practice to always get itemized receipts and a copy of hotel charges before leaving hotel.

Meals

Meals and or gas expense that you are to be reimbursed personally should have a F-75 form attached with itemized receipts and professional leave form. We only pay for meals \$40.00/day if you stay the night. Always use board car if available.

Correct Procedure for all Purchases

1. Complete a purchase request (paper form of approval) or requisition (online approval).
2. Bookkeepers will then receive a purchase order after approval.
3. Professional leave if traveling.
4. Correct invoice, no taxes and no backorders. If there is a backorder, hold the p.o. until everything is in. If this will be a long time, cancel backorders and do another p.o. for only the backorders and reorder.
5. Sign off (this lets us know everything is in and ready for payment)
6. Send to the Board office for payment.

Bath County Schools

Owingsville, Kentucky

REQUEST FOR EMPLOYEE PROFESSIONAL LEAVE and REQUEST FOR PURCHASE

Request for approval must be submitted 2 weeks in advance of leave

Name of Employee(s) _____ Date of Request _____

School/Office _____ Date Received at Central Office _____

Location of Meeting _____
(Place, City, State)

Name of Association, Conference _____

Professional Growth Objective _____

Dates of Meeting: From _____ Through _____ No. of Days Away From Work _____

Number of Students Attending (if any) _____ No. of Nights _____ Method of Transportation: Board or Personal Vehicle

Request Trip Be Approved With Funds from _____
(Project)

Leave But With No Travel Expense _____ Partial Expenses _____ Full Expenses as per School Board Policy _____

If school Board funds are authorized a travel plan with carefully estimated expenditures must be made. This implies communication with program coordinators that can give reliable figures. Attach a program or communication if available.

Estimated Travel Expenses: No. of miles _____ (@ _____ per mile)..... \$ _____

Lodging Expenses: _____ Nights @ _____ per night..... \$ _____

Meals: _____ Number..... \$ _____

Registration Fees \$ _____

Other Expenses \$ _____

Substitute Cost Funding Source for Sub _____ \$ _____

TOTAL \$ _____

Request for Lodging

Company _____

Address _____

Request for Registration Fees

Company _____

Address _____

No. of Rms.	Person(s)	Price	Amount
		Total	

	Person(s)	Price	Amount
		Total	

MUNIS CODE / Account No _____

MUNIS CODE / Account No _____

REQUESTED BY: _____
Date

APPROVED _____
(Immediate Supervisor) Date

PROGRAM DIRECTOR; _____
Date

PURCHASING DIR. _____
Date

PD COORDINATOR: _____
Date

APPROVED _____
(Superintendent) Date

The Bath County Board of Education travel policy requires all personnel to have advance approval of the Superintendent. All out-of-state travel and in-state travel exceeding \$ 150.00 in cost per individual must have prior Superintendent and Board approval. When a group (more that one) makes a request to attend a particular meeting, transportation and lodging (if applicable) must be combined into as few vehicles and rooms as feasible (for example, when two or more staff members attend a meeting and could travel in (1) vehicle and share a room but elect to take family members, the cost of extra vehicles and rooms may not be charged as travel expense.) **Board vehicles should be used for travel when available.** A maximum of \$40.00/day will be reimbursed for meals. **UPON RETURN A F75 MUST BE SUBMITTED FOR REIMBURSEMENT.** Expenses claimed must be receipted for all transactions over \$2.00.

**DISTRIBUTION: SEND ALL COPIES TO SUPERINTENDENT
ORIGINAL TO CENTRAL OFFICE, PINK TO IMMEDIATE SUPERVISOR, YELLOW TO EMPLOYEE**

REQUEST FOR PURCHASE
BATH COUNTY BOARD OF EDUCATION
 TO THE OFFICE OF THE SUPERINTENDENT

COMPANY _____
 ADDRESS _____

PO NUMBER _____
 INVOICE NO. _____
 DATE _____

QUANTITY	ITEM DESCRIPTION	PRICE	AMOUNT

DETERMINATION OF PROCUREMENT METHOD

- | | |
|---|--|
| <input type="checkbox"/> SEALED BIDDING
<input type="checkbox"/> COMPETITIVE NEGOTIATIONS
<input type="checkbox"/> SMALL PURCHASE
<input type="checkbox"/> STATE/KEDC
<input type="checkbox"/> NON-COMPETITIVE NEGOTIATIONS
<input type="checkbox"/> EMERGENCY | <input type="checkbox"/> SINGLE SOURCE
<input type="checkbox"/> PROFESSIONAL SERVICES
<input type="checkbox"/> PERISHABLES
<input type="checkbox"/> REPLACEMENTS PARTS
<input type="checkbox"/> RESALE ITEMS
<input type="checkbox"/> REDUCED ITEMS |
|---|--|

MUNIS CODE/ACCOUNT NUMBER _____

SHIP TO: _____

FUND DESCRIPTION _____

REQUESTED BY _____	DATE _____	
PRINCIPAL _____	DATE _____	
PROGRAM DIRECTOR _____	DATE _____	
TECHNOLOGY COORD. _____	DATE _____	
PURCHASING DIR. _____	DATE _____	
SUPERINTENDENT _____	DATE _____	

BATH COUNTY BOARD OF EDUCATION

405 W. Main Street
 Owingsville KY 40360

STANDARD INVOICE

Purchase Order No. _____

Terms _____

Date Filed _____

Name of Vendor _____

(Address) _____

(All invoices must be promptly made out on required form and filed with the Board "in writing, itemized and verified" – according to law. A properly prepared invoice shows exact kind of service, where, when, and by whom performed; also time and rate per day or hour and is signed by the vendor or his authorized representative.)

Quantity	Unit	Items (furnished) or Work (done)	Code* No.	Unit Price	Amount

VENDOR'S CERTIFICATION

I hereby certify that the above is a correct statement of amount due from the above named board of education for articles furnished or services rendered as itemized.

 Vendor Signature Date

 Principal/Supervisor Signature Date

 Superintendent Approval Date

<p>VENDOR LEAVE BLANK</p> <p>Claim number _____</p> <p>Check number _____</p> <p>Amount paid _____</p> <p>Date paid _____</p>
--