Travel Expense Policy

As a non-profit, we need to be very careful and thoughtful as to how we spend monies entrusted to us by our donors and parents. Towards that end, we have developed the following guidelines addressing school-related travel:

- Employee should sit down with appropriate supervisor to determine proper mode of transportation for School travel.
- Without prior approval by appropriate Institutional Leadership Team member, hotel stays should not be more than $160 per night, before tax. However, if air travel is required, it may be more economical to stay at a host hotel as compared to renting a car and staying at another hotel.
- Without prior approval by appropriate Institutional Leadership Team member, meal per diem is $50 per day, which covers all meals.
- Air travel should be obtained by using a travel website such as Orbits, Travelocity, Expedia or something similar. Lowest fare should be used, excluding itineraries requiring two or more stops.
- Car rentals should not be more than an intermediate model, unless traveling with a large SMS group where a larger model is appropriate. All car rentals should go through MISBO. Please follow the following directions:
  - www.MISBO.com
  - Click on “Login” at top of page (new or existing user)
  - If first time – Username is your email address and password is “MISBO”
  - Click on “Purchasing” (3rd tab on top)
  - Click on “Vendor Contracts” under the Purchasing tab
  - Click on “Members”
  - Will have to update password if first time using Misbo
  - Vendor categories will automatically come up in middle of page
  - Choose “Administration_Business Office”, then click “Search”
  - Choose Enterprise, Hertz, National Car Rental – Read each carefully for full details (Enterprise and National Car Rental will have same price)
  - Contact Cheryl Goode at MISBO with any questions- #404-921-3817
- All original receipts must be attached to the expense report for all expenses. Credit card statements are not an acceptable form of support for reimbursement of business expenses.
• Expense Reports must be submitted on the Travel & Expense Reimbursement Form (located on the SMS Faculty/Staff Portal).
• Expense Reports should be turned in to the appropriate Institutional Leadership Team member for approval before submittal to the Business Office.
• Expense reports should include reimbursed expenses only. Do not include direct billing to the school.
• Reimbursement for mileage when using personal vehicle is at the IRS prescribed rate of $0.565 (56.5 cents) per mile effective January 1, 2013.
• The SMS credit card should not be used for gas purchases in a personal vehicle. The purpose of the mileage reimbursement of $0.565 (56.5 cents) per mile is to cover the costs of operating an automobile for business (which includes gas expense).
• Please attach a Google map for auto mileage reimbursement over 50 miles and include an explanation if the requested mileage reimbursement is significantly different from the Google map mileage.