

**STATE BOARD OF EDUCATION BUDGET GUIDELINES  
AND GENERAL RULES FOR REIMBURSEMENT**

Code **BBBE-E**

Issued

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6/14/06**

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**Telephone - Long Distance Calls**

Long distance phone calls charged to the State Board of Education are to be limited to a maximum of thirty (30) minutes per month, per Board member. The following members are exempt from this limit: State Board of Education Chair, Chair-Elect, and any Board member designated by one of the above to conduct calls on his or her behalf.

**Printing**

Agenda guides (colored tabs sent with packets) are to be recycled by returning them to the State Board of Education's administrative specialist.

**Room Rental**

Meeting rooms are to be obtained without cost whenever possible.

**Travel Reimbursement**

All overnight travel, other than regular Board meetings or hearings must be pre-approved by the Board Chair. All convention expenses must receive prior approval of the Board Chair.

**Explanation:** *When planning on attending a conference or meeting other than a regularly scheduled Board meeting or hearing, contact the administrative specialist for the State Board and explain the proposed travel arrangements. The administrative specialist will then figure the appropriate cost of the conference or meeting and contact the Board Chair for approval. The administrative specialist will then notify the Board member of the approval.*

**Meals**

Meals may be reimbursed as to the State's meal allowance when traveling on official State Board of Education business. These expenditures must comply with the schedule and time limits shown below. Meal reimbursement rates are subject to change.

<b>MEALS</b>	<b>DEPART BEFORE</b>	<b>RETURN AFTER</b>	<b>IN STATE</b>	<b>OUT-OF-STATE</b>
Breakfast	6:30 AM	11:00 AM	\$6.00	\$7.00
Lunch	11:00 AM	1:30 PM	\$7.00	\$9.00
Supper	5:15 PM	8:30 PM	\$12.00	\$16.00
<b>Daily Maximum Allowance</b>			<b>\$25.00</b>	<b>\$32.00</b>

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### Mileage

State Board of Education members are reimbursed in accordance with the state approved mileage rate.

### Lodging

Lodging shall be reimbursed for actual expenses incurred upon presentation of a paid receipt, with the exception of lodging in Columbia, South Carolina. Lodging in Columbia shall be reimbursed **up to a maximum of \$85.00 per night, including tax.** The government rate should be obtained at all hotels, when available.

### Per Diem

Per Diem will be paid at a maximum rate of \$35.00 per day, unless the Board agrees otherwise.