School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
October 27, 2026

Standard Operating Procedure
Local and Non-local Travel

PURPOSE:

To determine the process for local and non-local travel within the School Board Office.

SCOPE:

School Board Members and School Board Office staff are required to follow the regulations and procedures for local and non-local travel outlined in Regulation 5310 and established by the FCPS travel office.

ROLES:

Clerk: The Clerk approves local and non-local travel for School Board Office staff.

Support Tech II: The Support Tech II role supports the Clerk in the approval process for non-local travel. They are responsible for helping School Board Members with travel requirements like hotels reservations, registrations, and flights.

School Board Member Staff: A School Board Member's staff are responsible for submitting a School Board Member's travel or their own travel through FCPS's online travel system.

TIMELINE:

Local travel reimbursement requests should be submitted within 45 days of travel date. Requests submitted in Online Travel after 90 days of the travel date will not be reimbursed.

Nonlocal travel requests shall be submitted prior to departure to ensure funds are encumbered in a timely manner and to allow time for review, approval, and verification.

Nonlocal travel reimbursements must be submitted within 45 days of the last day of official travel.

GUIDELINES:

- School Board Members staffers travel must be: 1) to accompany their Board Member; 2) at the direction of their Board Member; or 3) pre-approved by their Board Member.

- Nonlocal Travel – attending conferences, workshops, training, seminars, and recruitment events that are beyond the 95-mile local travel radius from Gatehouse Administration Center. Typically includes:

  a. Overnight stay (round trip travel is not completed in one calendar day)

  b. Use of commercial transportation (air, bus, and/or rail)

  c. Registration associated with the event.

- Local Travel – travel to a location within a 95-mile radius of Gatehouse Administration Center.

  a. Local travel is typically used when traveling between FCPS sites and events.

  b. Round-trip travel is completed in one calendar day.

- Exceptions

  a. Nonlocal travel requests shall be submitted for trips within the local travel radius that: (1) include registration fees and/or (2) overnight stays when round trip travel within the 95-mile radius is not feasible to complete in one day (e.g. conference begins early or ends late).

  b. With the approval from the Clerk, who will coordinate with applicable School Board Members for approval, staff required to attend in large groups (10 or more staff members) professional development retreats and/or certifications within the local travel area that include an overnight stay may submit a claim for mileage using Local Travel. Travelers that use this option will not be reimbursed for meal per diems.