Travel and Employee Reimbursements

Accounts Payable Department

August 21, 2019

Presentation Overview

- Employee Reimbursement Overview
- Local Travel
- Non-Local Travel
- Using iExpense
- Accounts Payable Do's and Don'ts
- Additional Reference Materials
- Questions

Employee Reimbursements

Overview

Employee Reimbursement System

- **ALL** employee reimbursement requests must be submitted using Oracle iExpense

Types of Employee Reimbursements

- Local Reimbursable Travel (AP 4133)
- Non-Local Reimbursable Travel (AP 4134)

Employee Reimbursements

Purposes of Employee Reimbursement Procedures

Local Reimbursable Travel

Definition and Examples

Local Business Travel Definition

- Travel by school system employees
- On official business matters
- Within the metropolitan area
- Not requiring an overnight stay

Examples for School-Based Personnel

- Travel connected with attending central office meetings or events
- Travel by school based personnel who are regularly required to travel between schools as part of their duties
- Employees requested to attend official meetings away from their assigned schools

Local Reimbursable Travel

Key Guidelines*

AP 4133 Contents

- Key definitions
- Responsibilities of Travelers, Approvers and Others
- Requirements and procedures for submitting and approving reimbursements
- States that all requests must be submitted through iExpense

Standard Mileage Rates

- Set by the IRS each year effective January 1 of that year
- Current Rates
  - Effective January 1, 2019 – December 31, 2019
  - 58 cents per mile driven for business
  - Up 3.5 cents from previous year

Other Standards

- Requests must be submitted monthly
  - (Failure to submit timely may lead to denial)
- Employee meals are not reimbursable during local travel
- Parking Tolls/Receipts – Scan and Attach all receipts in one .pdf document

*See AP 4133 for full guidelines and procedures

Local Reimbursable Travel

Reimbursable Mileage Calculation

$$\textbf{\textit{Daily Reimbursable Distance}} = \textit{Gross Miles} - \textit{Commuting Miles}$$

Gross Miles

- Total Miles Traveled on Day of Reimbursement Request
- Starting at home, each stop along the route and back home

Commuting Miles

- Regular Employee Commute
- Starting at home, to Base Work Location and back home

Non-Local Travel

Definition

Non-Local Travel Definition

Travel expenses and other costs incident to the attendance at conferences, seminars, conventions or meetings which require the traveler to be in a travel status one or more nights outside of Prince George's County, and the surrounding Baltimore/Washington metropolitan area

*See AP 4134 for full guidelines and procedures

Non-Local Travel

Pre-Approval Requirements

Approvers

All Non-Local travel for school employees requires the prior approval of:

1. Authorized account managers;
2. Associate Superintendents; and
3. Chief of School Support and School Leadership

Approval Timing

Requests to travel must be approved **at least 15 business days prior** to departure

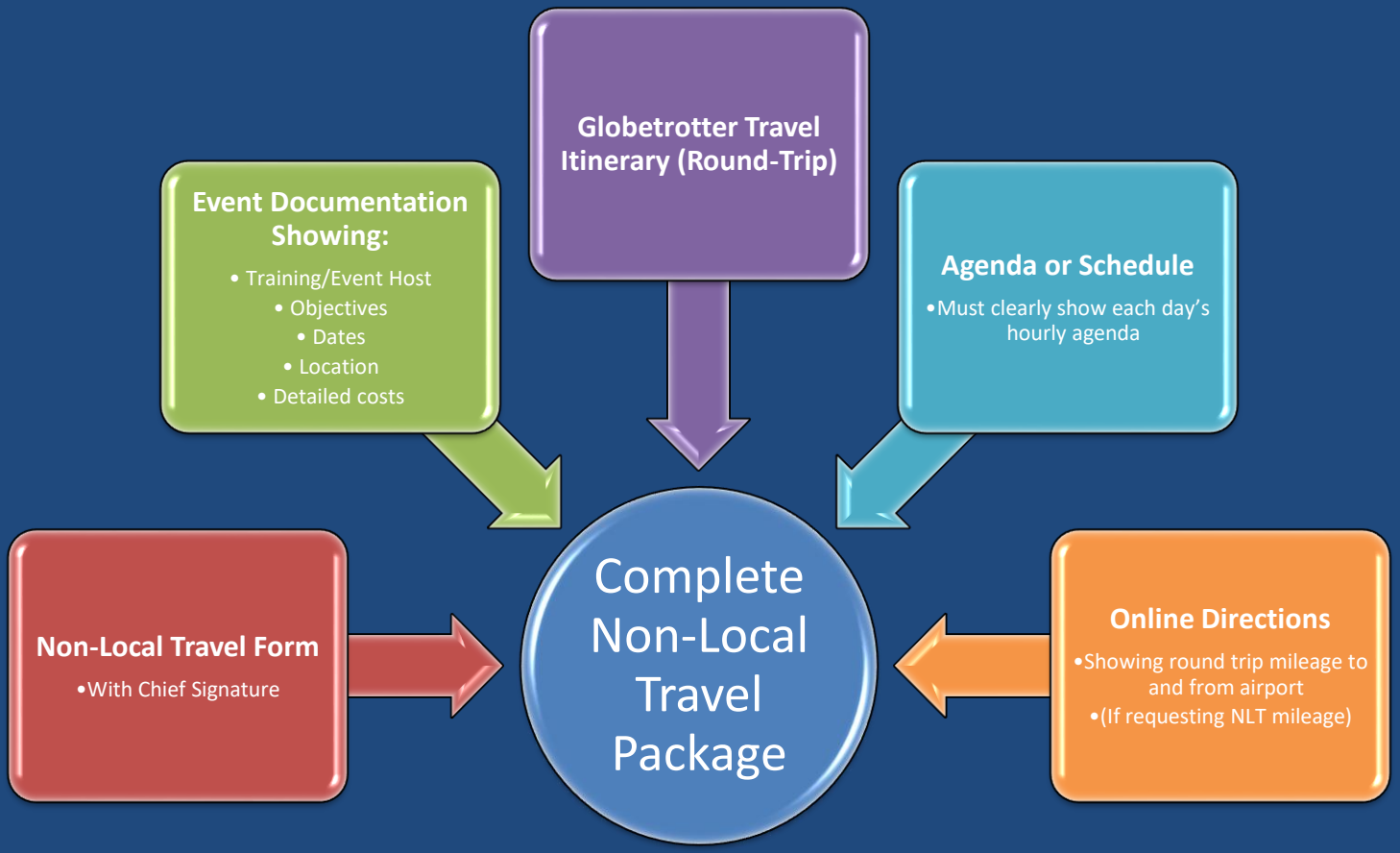
Any financial obligations incurred by the traveler prior to receiving final approval may become the responsibility of the traveler

Travel Services Contractor

The traveler must make arrangements with the school system's approved travel service contractor (Globetrotter Travel) for all hotel, airfare or train arrangements

Non-Local Travel

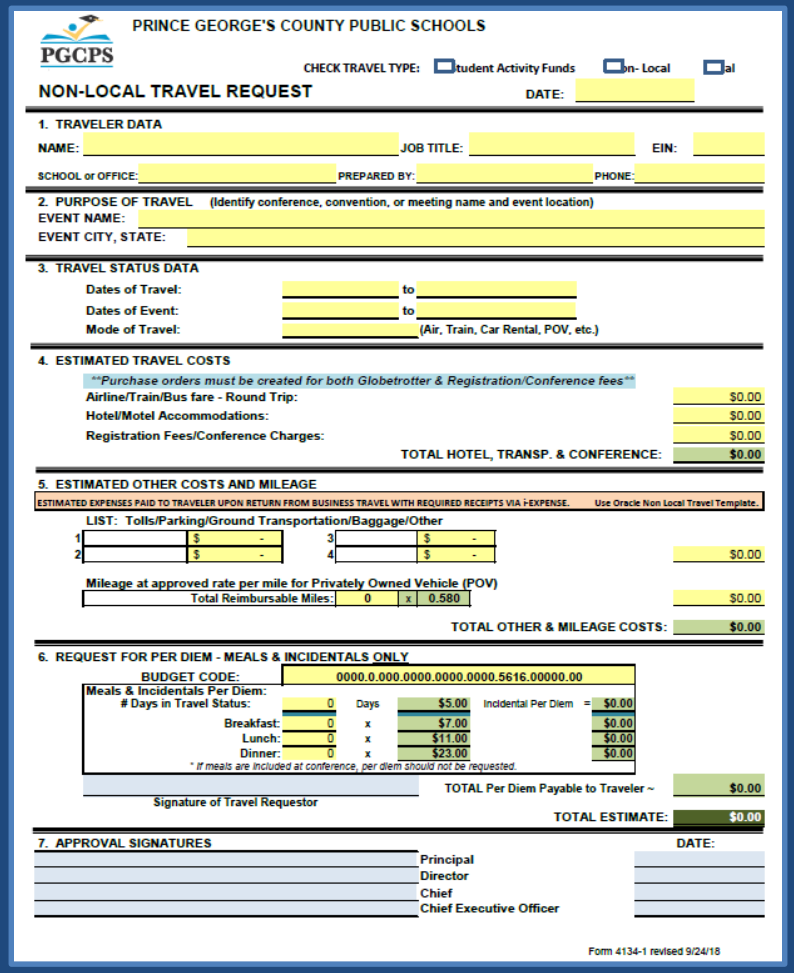
Components of Non-Local Travel Package



Please capture all events in one submission and scan all support/receipts as one .pdf document

Non-Local Travel

Non-Local Travel Form – Common Omissions/Issues



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

PGCPS

CHECK TRAVEL TYPE: ☐tudent Activity Funds ☐n- Local ☐al

NON-LOCAL TRAVEL REQUEST DATE:

1. TRAVELER DATA

NAME: JOB TITLE: EIN:

SCHOOL or OFFICE: PREPARED BY: PHONE:

2. PURPOSE OF TRAVEL (Identify conference, convention, or meeting name and event location)

EVENT NAME:

EVENT CITY, STATE:

3. TRAVEL STATUS DATA

Dates of Travel: to

Dates of Event: to

Mode of Travel: (Air, Train, Car Rental, POV, etc.)

4. ESTIMATED TRAVEL COSTS

Purchase orders must be created for both Globetrotter & Registration/Conference fees

Airline/Train/Bus fare - Round Trip:	$0.00
Hotel/Motel Accommodations:	$0.00
Registration Fees/Conference Charges:	$0.00
TOTAL HOTEL, TRANSP. & CONFERENCE:	$0.00

5. ESTIMATED OTHER COSTS AND MILEAGE

ESTIMATED EXPENSES PAID TO TRAVELER UPON RETURN FROM BUSINESS TRAVEL WITH REQUIRED RECEIPTS VIA i-EXPENSE. Use Oracle Non Local Travel Template.

LIST: Tolls/Parking/Ground Transportation/Baggage/Other

1	$ -	3	$ -	
2	$ -	4	$ -	$0.00

Mileage at approved rate per mile for Privately Owned Vehicle (POV)

Total Reimbursable Miles:	0	x	0.580	$0.00

TOTAL OTHER & MILEAGE COSTS: $0.00

6. REQUEST FOR PER DIEM - MEALS & INCIDENTALS ONLY

BUDGET CODE: 0000.0.000.0000.0000.0000.5616.00000.00

Meals & Incidentals Per Diem:

# Days in Travel Status:	0	Days	$5.00	Incidental Per Diem =	$0.00
Breakfast:	0	x	$7.00		$0.00
Lunch:	0	x	$11.00		$0.00
Dinner:	0	x	$23.00		$0.00

* If meals are included at conference, per diem should not be requested.

TOTAL Per Diem Payable to Traveler ~ $0.00

Signature of Travel Requestor

TOTAL ESTIMATE: $0.00

7. APPROVAL SIGNATURES DATE:

Principal

Director

Chief

Chief Executive Officer

Form 4134-1 revised 9/24/18

"Prepared By" Section

- Used by Accounts Payable as the contact for missing information or questions
- Section often left blank leading to potential processing delays

Estimated Other Costs and Mileage

- These are total <u>estimated</u> cost by category including Ground, Parking, Baggage, etc.
- Ground Transportation Includes Taxi/Shuttle/Rideshare (Uber/Lyft)

Per Diem for Food

- Per diem is determined by the round trip travel itinerary (see AP 4134) and meals included during your event
- If a meal is included in the conference, then it must be deducted from the per diem request.

Non-Local Travel

Amendments and Cancelations

Amendments

If you have incurred an expense that was not originally included or exceeded the estimate on your initial NLT:

- Then you will need to obtain an approved Amended NLT
- Write “AMENDED” at the top of the form
- Write in the omitted category and or corrected amounts
- Update the totals
- Have your immediate supervisor and Chief initial and date the changes
- Attach the fully approved Amended form (cover only) in iExpense with your iExpense entry

Cancelations

In the event someone is unable to travel:

- You must notify Accounts Payable, Purchasing and Travel Service Contractor as soon as possible:
  - Accounts Payable: Sarah Harris (sarah3.harris@pgcps.org)
  - Purchasing: LaShawn Basham (LaShawn2.James@pgcps.org)
  - Travel Service Contractor: Globetrotter Travel (travel@globetrottermgmt.com)

iExpense

General Guidelines

- Do not combine supplies/goods purchased for work with your personal items
- Write the business purpose of the purchase
- All support and receipts should be scanned as one .pdf document.
  - If you have several receipts write the line# of the entry that the receipt represents
- Food Purchases – Required support
  - Meeting Agenda or Event Flyer
  - Sign in sheet/List of participants
- Detailed receipt must accompany charge slip
  - Receipts must show
    - Itemized Receipt
    - Proof of purchase
    - Zero Balance

Reference Materials and Contact Information

Reference Materials

Administrative Procedures: https://www.pgcps.org/generalcounsel/index.aspx?id=162596

This link includes:

- Local Reimbursable Travel (AP 4133)
- Non-Local Reimbursable Travel (AP 4134)
  - Attachment #1: Non-Local Travel Request Form
  - Attachment #2: Globetrotter Travel Contact Information

Contacts for Additional Information

Esther Bush
Accounts Payable Manager
Esther.Bush@pgcps.org

J. Michael Dougherty
Director of Financial Services
Michael.Dougherty@pgcps.org

Michael Herbstman
Chief Financial Officer
Michael.Herbstman@pgcps.org

Questions and Answers