

2019-2020 REQUIRED SUPPORTING DOCUMENTATION FOR WORKSHOP REIMBURSEMENTS

“The burden of proof shall be placed upon the purchaser.”

Information contained in this packet is per N.J.A.C. Subchapter 7. School District Travel Policies and Procedures and Randolph Board of Education Travel Policies and Regulations

Effective 9/1/19
Revised 8/15/19

TRAVEL - AIRFARE

- ❖ When airfare is required, employees must make every effort to use a discounted online vendor such as Travelocity, Expedia, Hotwire or Priceline.
- ❖ When airfare is required, 3 different quotes from different vendors need to be submitted with initial request in MLP in advance for Board of Education approval.
- ❖ Airfare will only be reimbursed at the economy rate. Submit full itemized airfare receipt including employee name, flight information, and a breakdown of airfare, taxes and fees in My Learning Plan (see attached example). Credit card statements alone will not be accepted as documentation of airfare.
- ❖ Note: When booking via Travelocity, Expedia, etc., we do **NOT** recommend combining your air and lodging to receive promotional savings. We require itemized receipts for both airfare **and** hotel (see lodging section). Hotels cannot provide adequate documentation for your reimbursement when using a “booking together” promotion.

TRAVEL – AIRFARE (CONTINUED)

❖ Sample of acceptable airfare receipt:

 Air itinerary
AIR Confirmation: Confirmation Date: 04/9/2017

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
<i>Name</i>	<u>Join or Add #</u>			

Rapid Rewards points earned are only estimates. Not a member - visit [Southwest.com/rapidrewards]Southwest.com/rapidrewards and sign up today!

Date	Flight	Departure/Arrival
Thu Jun 29	3271	Depart NEW YORK/NEWARK, NJ (EWR) on Southwest Airlines at 12:40 PM Arrive in DENVER, CO (DEN) at 02:55 PM Travel Time 4 hrs 15 mins Wanna Get Away

Date	Flight	Departure/Arrival
Sun Jul 2	4416	Depart DENVER, CO (DEN) on Southwest Airlines at 08:10 AM Arrive in NEW YORK/NEWARK, NJ (EWR) at 01:55 PM Travel Time 3 hrs 45 mins Wanna Get Away

Cost and Payment Summary

AIR -		Payment Information
Base Fare	\$ 380.06	Payment Type: .
Excise Taxes	\$ 28.50	
September 11th Security Fee	\$ 11.20	
Segment Fee	\$ 8.20	
Passenger Facility Charge	\$ 9.00	
EarlyBird	\$ 30.00	
Total Air Cost	\$ 466.96	<i>← Early Bird and upgrades cannot be reimbursed</i>

TRAVEL – AIRFARE (CONTINUED)

- ❖ Airline seat upgrades and early bird check-in fees will not be reimbursed.
- ❖ Baggage fees can be reimbursed. Baggage fee costs must be included in your initial MLP submission.
- ❖ Booking service fees from Travelocity, Expedia, etc. are able to be reimbursed if included in your initial MLP submission.
- ❖ Airfare paid with points cannot be reimbursed.

TRAVEL – TRAIN/CAR RENTAL

- ❖ Train fare will not be reimbursable without prior approval from the Business Office.
- ❖ Car rental fees will not be reimbursed.

LODGING

- ❖ Reimbursement for lodging for overnight travel, out-of-state or in-state as authorized by the NJ DOE Commissioner, may exceed the Federal per diem rates **IF** the hotel is the only site of the convention, conference, seminar or meeting and the hotel rate is in excess of Federal per diem rates. NJ Department of Education waivers authorizing in-state lodging or meal reimbursement must be uploaded into MLP along with the initial request to attend. Room upgrades and state taxes will not be reimbursed. Specify the site of the convention, conference, seminar or meeting in My Learning Plan. **The expectation is that your return home will occur on the last day of the event. If that is not feasible, please seek affirmative approval to stay beyond the end of the conference.**
- ❖ **In-state** overnight hotel stays prior to the conference start date or after the conference end date will **NOT** be reimbursed. (i.e. checking into Atlantic City hotel the night before conference begins or checking out the day after the conference has ended).

LODGING (CONTINUED)

- ❖ If the conference/event is at a stadium or convention center and has multiple recommended hotels, there is no “official” hotel, and reimbursement will be at the per diem rate. A “headquarters” hotel is not an “official” hotel.
- ❖ If the hotel provides a shuttle to and from the airport or to the convention site, the shuttle must be utilized instead of using a taxi or car service.
- ❖ While at the event, if transportation from the hotel is needed, utilize public transportation if possible. If not possible and a taxi, Uber, Lyft, etc. is used, please submit the vendor’s receipt along with your credit card statement reflecting payment.

PROOF OF PAYMENT REGISTRATION FEES

- ❖ Proof of Payment for workshops should be in the form of a copy of the **canceled check** (front and back) OR a copy of the **credit card statement (with the staff member's name and last four digits of the account # noted)** reflecting the transaction. Cash is generally disfavored as a means of payment and likely will not be reimbursable.
- ❖ A receipt from the organization is not sufficient proof of payment **UNLESS** the receipt states the participant's name **and specifies a credit card transaction along with the cardholder's name and the last four digits of the credit card number.**
- ❖ Hotel stays booked with points are not eligible for reimbursement.

PROOF OF PAYMENT REGISTRATION FEES (CONTINUED)

ASCD Invoice
123 Main Street
Anytown, NJ 01234

Acceptable

Registration Invoice

Date: 8/18/18
Registrant: Jane Doe
Registration Fee: \$500

Paid in Full

Cardholder (or name on card): Jane Doe
Visa XXXX XXXX XXXX 1234

ASCD Invoice
123 Main Street
Anytown, NJ 01234

Not
Acceptable

Registration Invoice

Date: 8/18/18
Registrant: Jane Doe
Registration Fee: \$500

Paid in Full

Visa XXXX XXXX XXXX 1234

PROOF OF PAYMENT REGISTRATION FEES (CONTINUED)

- ❖ If using PayPal as method of payment, please submit the PayPal receipt along with copy of corresponding credit card statement including name and last four digits of the account # reflecting the PayPal transaction.

PROOF OF ATTENDANCE

- ❖ Proof of attendance can be in the form of either:
 - * Certificate of Attendance
 - * Name Badge
 - * E-mail from the organization confirming your attendance

MILEAGE REIMBURSEMENT

- ❖ Mileage reimbursement is determined by NJOMB 01-02-OMB at \$0.31 per mile.
- ❖ Only **Google** directions will be accepted. Upload all pages into My Learning Plan, including full step-by-step directions showing starting and stopping points.
- ❖ **Google** directions should only be submitted if requesting mileage reimbursement. If you carpooled with another attendee and are not requesting mileage reimbursement, please indicate so in My Learning Plan.
- ❖ **Starting point of Google directions should be either from home or from your school, whichever is the lesser amount.** When estimating costs, be sure to include mileage for **round-trip travel** and travel on multiple days if applicable.

MILEAGE REIMBURSEMENT (CONTINUED)

- ❖ All employees using privately-owned cars in the performance of their duties for the school district will provide Central Office with a copy of their **current New Jersey Insurance Identification Card** indicating that the coverage is in full force and in effect with companies approved by the State Department of Banking and Insurance. Employees who are out-of-state residents must provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card. Copy of the insurance card shall be uploaded and submitted along with all other required supporting documentation in My Learning Plan prior to being reimbursed.

***Reminder: Check to make sure insurance coverage on card submitted corresponds with date of travel.**

GSA ALLOWANCES (HOTEL/MEAL REIMBURSEMENTS)

- ❖ Visit www.gsa.gov for meal/hotel allowances. Enter the city and state of the hotel in order to obtain GSA per diem allowances.
- ❖ Meal reimbursement for the first and last days of travel is calculated at 75% of the per diem rate.
- ❖ Please note that per diem meal allowances cannot be combined into one, larger meal. There are limits to each meal allowance (breakfast, lunch, dinner, incidental).
- ❖ Tax on meals cannot be reimbursed.
- ❖ Gratuities can be reimbursed as long as total amount does not exceed GSA per diem rates.

RECEIPTS

❖ Submit itemized receipts:

Guadalajara Del Centro
1201 San Jacinto Space 141
713-650-0101
follow us on twitter
@delcentrococina

86207 Israel G

Tbl 75a/1 Chk 7256 Gst 1
 Jul 20 '18 06:15PM
 *** Memo Check ***

 Seat:1
1 VEGGIE FAJITAS 15.00
1 DIET COKE 2.90
Food Total 17.90
Tax Total 1.48
07:03PM Total Due 19.38

Food Tax 1.48

Tax cannot be
reimbursed

=====
Pool Bar & Grill
Check: 1653323 Table: 4165007
Server: John Guests: 1
Terminal: 165
=====
Regular Check
1 White Sangria 9.00
1 Chicken Sandwich 14.00
French Fries
Subtotal 23.00
Tax 1.90
Total 24.90

Not reimbursable –
Contains alcohol

Riverwalk Cantina
Gaylord Texan
1501 Gaylord Tr
Grapevine, TX
(817) 778-1000

MERCH ID: 67023140031
TERMINAL: 146 Riverwalk Ca
Master Card
NAME:
NUMBER:
EXPIRE: XX/XX
AUTH:
AMOUNT: 11.91
CHECK: 1460791
TABLE: 51
TOTAL: 11.91

Not reimbursable -
Not itemized

RECEIPTS (CONTINUED)

- ❖ Reimbursement for alcoholic beverages is strictly prohibited. Charges for any alcoholic beverages must not appear on any receipts submitted for reimbursement.
- ❖ All receipts must be itemized. Non-itemized receipts will be rejected.
- ❖ Credit card statements alone will not be accepted as documentation of expenses. Accompanying itemized receipts must be included.

RECEIPTS (CONTINUED)

- ❖ If meals are purchased for other attendees or guests, please indicate so directly on receipt.
- ❖ When submitting meal receipts, put the receipts for each day on their own page. Please then sort pages by date.
- ❖ If requesting reimbursement for tolls, include EZ Pass statement or receipts for each toll.
- ❖ Attach parking receipts if applicable.
- ❖ Whenever possible, combine all receipts and reimbursement documents into one file (except insurance card). Please upload that file (PDF preferred) in MLP and “attach” when marking activity complete. (Directions available on rtnj.org.)

HELPFUL HINTS

- ❖ Save your insurance card as a separate file in your MLP file library. Include the expiration date in the file name (example: inscard021519).
- ❖ Scan and save all documents into a single PDF file for each trip. Name the file with the event name and date (example: ASCD2018).
- ❖ For MLP assistance, contact Krystn Cedzidlo at ext. 8102 or kcedzidlo@rtnj.org

TIMELINE

Note: Reimbursement will only be given for expenses incurred on days that have been Board approved. If travel days are not included in your original request, expenses incurred on those days will not be reimbursable.

- ❖ Reimbursements with final approval before the 25th of the month will be paid after the Board **Business** Session the following month. Meeting schedule is available on rtnj.org.
- ❖ Please continue to check the status of reimbursements on My Learning Plan.
- ❖ If traveling in June 2020, your MLP should be marked complete no later than July 10, 2020.

Disclaimer

- ❖ Workshop Reimbursement procedures do not encompass every potential situation that may arise. It is incumbent on the employee to seek counsel from the Business Office if there is any uncertainty about these rules **in advance** of incurring any potentially prohibited expense. You may contact Beth Martello at lmartello@rtnj.org for guidance.
- ❖ Reimbursements should generally be submitted within **30 days** after the final day of travel. Any requests received after that time without adequate justification may not be reimbursed.