

INSTRUCTIONS FOR COMPLETING AN EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT FORM

Updated February 28, 2022

To complete a Reimbursement request form, an employee must follow the Travel Regulations included in Informa:

https://www.myinformaportal.com/published/?workflowid=0bb40975-2993-48d8-88d6-2eb8abcc29bd&usr_id=81520

- Submit employee reimbursement requests as soon as possible after the expense/travel is incurred.
- **IRS guidelines state that any expense not submitted within 60 days of the expenditures becomes taxable income to the traveler. Any employee reimbursement submitted after the 60 Day Rule will be reimbursed through payroll.**
- Be familiar with the Travel Regulations located in Informa under the Expense Statements.
- Exercise good stewardship of funds.
- Use the most reasonable and customary means of transportation.
- Ensure expenses are proper and accurate.
- Submit expense statement through Informa with required documentation
- Submit itemized receipts for all required receipts; credit card signature copies without detailed information are not acceptable. Meal receipts are not required.
- Conference agendas should be submitted as an attachment through Informa with the expense reimbursement.

STEPS FOR COMPLETING REIMBURSEMENT REQUEST FORM:

- ❖ Login to Informa. (see link above)
- ❖ Scroll down to the “Travel & Expense Reimbursement” Section.
- ❖ Click on Travel Reimbursement Expense Report.
- ❖ **Please understand that you must complete and send this form to the approver within 60 days of the travel or expense being incurred. If you submit the form after the 60-day window, then you will be reimbursed through payroll per IRS regulations.**
- ❖ Form areas to Complete:
 - **Employee Information** – Fill in the Employee Position, Funding Source, Workflow Location.
 - **Travel Details** – Fill in the Departure & Arrival Date & Time (click on the calendar and select the date and time for Departure and Arrival), Destinations and Purpose. Click on Meals. Click on B, L, or D to select the meals to be claimed. Enter miles, Parking, Lodging and Other amounts if applicable. There is a plus sign to click if you have additional days. Before you submit, electronically sign and attach any documentation that is needed. Then submit or you can choose to save and finish later. If you choose to save and finish later, you will receive an email link to log back in and complete the form.
 - **State Miles** –
 - Mileage is reimbursed based on the rate set by the State Accounting Office.
 - <https://sao.georgia.gov/travel/state-travel-policy>
 - Must be on official, required school business to claim mileage.
 - Commuting miles between residence and primary work station are not reimbursable, unless it is during an official school break or weekends.
 - Commuting miles must be deducted from travel mileage when leaving from or returning to residence during regular work days (indicate in comments that commuting miles have been deducted).
 - While in travel status, employees may be reimbursed for reasonable ground transportation costs (personal car mileage, rideshare, shuttle, taxi, etc.) to/from eating establishments when the eating establishments meets the following criteria:
 - is not located in lodging location;
 - is fiscally prudent and responsible; and

- is not within a safe walking distance of the lodging and /or business function.
 - The employee may not request reimbursement for ground transportation costs of eating establishments distance from the lodging and/or business function based on personal choice. An example provided by the state is, the employee will not be reimbursed for traveling to St. Simon’s Island when the lodging/business function is located on Jekyll Island.

➤ **Purpose of Travel** –

- Travel within Emanuel County is not reimbursable unless attendance is required at a meeting or necessary to perform your job.
- Specify the name of your meeting and conference or the purpose of the travel if not to a meeting or conference.
- If your reimbursement is for an expense only, then enter the description of the purchase in the “other amount” field.

➤ **Departure/Return Time** – Enter exact departure and return times.

➤ **Meals** – Effective 2/1/22

- Travelers within the state of Georgia are eligible for up to \$50.00 of per diem to cover the cost of 3 meals per day.
- The \$50.00 per diem rate applies to all cities in Georgia.
- On the first and last day of travel the traveler must deduct 25% of the total per diem rate. Informa will automatically calculate this rate when the box is checked for “travel day”.
- To claim meals, employees must be on official travel status for MORE than twelve hours.
- Meal taxes and tips are reimbursable expenses within the allowable reasonable rates.
- Alcoholic beverages are not reimbursable expenses.
- Meal Reimbursement Rates are as follows:

<u>Meals</u>	<u>Employee Departed Before</u>	<u>Employee Returned Before</u>	<u>Allowable Reimbursement Amount</u>
Breakfast	6:30 AM	6:30 AM	\$13.00
Lunch	11:00 AM	1:30 PM	\$14.00
Dinner	5:30 PM	7:30 PM	\$23.00

➤ **Lodging** –

- **Report each date of lodging on separate lines.**
- Lodging is not reimbursable if the lodging and/or conference destination is located less than 50 miles from the employee’s physical address AND if the employee is away for less than 12 hours.
- Include daily room cost and taxes in each lodging field. (Report parking in the expenses field even if included on your lodging receipt.)
 - **Taxes** –
 - ◆ State of Georgia Taxes and Resort/Room Taxes are reimbursable.
 - ◆ Hotel/Motel taxes (city taxes, occupancy taxes, and destination taxes) are not reimbursable unless the hotel refuses to accept your Hotel/Motel tax exempt form. Please state in the note section if you had lodging expenses AND did give the Hotel/Motel tax exemption form to the hotel. If you did present the Hotel/Motel tax form to the hotel and the hotel refused to remove the taxes, then you will be reimbursed.
 - ◆ All taxes are reimbursed for out-of-state travel.
 - **Original itemized paid receipt showing each day’s lodging must be attached:**
 - ◆ Hotel receipt is acceptable if it shows the employee’s name and payment.
 - ◆ If the employee’s name is not on the bill- a copy of the cancelled check, credit card receipt, etc. showing payment to the hotel is required.
 - ◆ Start and end dates of lodging should be included on hotel receipt.

- ◆ Lodging rentals obtained through vacation rental marketplaces such as Airbnb, HomeAway and Vrbo are not considered commercial lodging facilities and should not be used while in travel status. These lodging rentals are not reimbursable.
- ◆ MAXIMUM REIMBURSEMENT RATE IS \$250 PER ROOM PER NIGHT, regardless of number of employees sharing room and includes taxes. Written pre-approval from a supervisor must be attached if room rate exceeded \$250.00 per night; written pre-approval from a supervisor cannot be an email from your supervisor after the travel has occurred. Shared lodging must be indicated in the description.
- ◆ Additional charges that are not reimbursable: movies, personal phone calls, personal lodging/lodging exceeding conference days, in-room snacks and beverages, etc.

➤ **Expenses –**

- Expenses can be parking fees, registration fees, airline expenses, shuttle/taxi/Uber/Lyft fees, baggage fees, purchased materials, etc.
- Description of expense must be clearly stated.
- Itemized Receipts must show the following:
 - Printed name of company or business
 - Date of Purchase
 - Description of item purchased
 - Cost and number of each item purchased
 - Total cost of purchase (sales tax is not reimbursed)
 - NO PERSONAL ITEMS ON SAME RECEIPT
- **Credit card transaction receipts without itemized details are not considered adequate supporting documentation.**
- Airline Expenses must follow these guidelines:
 - Reimbursements for coach airfare only.
 - Always select the lowest airfare possible.
 - Travel arrangements must accommodate the business duties not personal preference.
 - One piece of checked luggage will be reimbursed.
 - Reimbursement for prepaid airline expenses is allowable; (no other travel is prepaid.)

➤ **Miscellaneous –**

- Childcare and dependent care are not considered reimbursable expenses.
- All attachments must be in PDF format.
- Handwritten receipts are always discouraged. If a handwritten receipt is the only option then it must be accompanied by a copy of the cancelled check, credit card receipt, or debit card receipt. (If you paid with cash and received a handwritten receipt, then you will not be reimbursed.)

➤ **Bookkeeper Use Only –**

- The approvers - bookkeeper, secretary and /or supervisor – will complete the appropriate account number.
- The role of the approvers will be as follows:
 - Processes form in a timely manner.
 - Reviews each transaction and attached the supporting documentations for adherence to the reimbursement procedures stated above and travel regulations.
 - Verifies that all transactions are allowable expenses.
 - Confirms the appropriateness and reasonableness of all amounts.
 - Ensures that funds are available and charged to active/correct account numbers, with appropriate approval for that account.

➤ **Testament to official and truthful expenses and mileage –**

- All employees and approvers submitting this reimbursement request are solemnly swearing under the penalty provided by the Law that the included statements are true and that all expenses and mileage were incurred in the discharge of official duties for the Emanuel County Board of Education.

➤ **Submitting the Reimbursement Request –**

- Attach all pdf-formatted documents necessary for reimbursement.
- To complete the form at a later date click save and finish later. If you choose to save and finish later, you will receive an email link to log back in and complete the form.
- Add any comments for the approver or for historical documentation purposes in the tab labeled “Approval History” or in the comments section on the actual form. (Please note that any comment you type in “Approval History” will be permanent by you and all approvers.)
- Select “Submit To” and select the next person for approval.

❖ **Payment of the Reimbursement Request –**

- Based on the timelines of approvals, reimbursement requests will be processed on the 2nd and 4th Tuesday of each month.
- Reimbursement will not occur until the Finance Office receives an accurately completed and approved Reimbursement Request with all supporting documentation.

❖ **To view your Reimbursement Request –**

- Click on the “My History” button and from there you can search for your form by the form name.