



ADMINISTRATIVE MEMORANDUM

EMPLOYEE TRAVEL EXPENSES

| 4011

All travel reimbursement requests must be submitted 7 business days after travel is complete.

These policies are acknowledged by employees when submitting travel requests.

Failure to adhere to travel rules may result in a denial of reimbursement or denial of future travel.

Travel: An employee MUST complete a Professional Leave/Travel Request in the Data Service Center for all in-state overnight travel as well as all out-of-state travel even if the travel is taking place on non-work days. The approval is not only approval for time missed from work but is an approval for the funding source for the travel. The employee must complete the travel request prior to completing travel arrangements. A copy of the Conference Agenda is needed as an upload to this travel request. No reimbursement can be made to the employee without an approved travel request. A copy of the approved travel request and conference agenda must be submitted with the reimbursement when the employee returns.

Flight Reservations are made through Uniglobe Red Carpet Travel. Ask the School/ Department Secretary for assistance. Personal Credit Cards are not to be used. Baggage fees for 1 bag will be reimbursed with receipts.

Flight Change Cancellations/Emergencies: When there is a change in your flight due to Flight Cancellation or an Emergency, please contact Uniglobe. During Business Hours: 1-800-229-1220. Emergency after hours contact 1-800-787-0332 Reference Code e9312.

Train Tickets: (AMTRAK) should be reserved by the School/ Department Secretary directly to Amtrak and made using the District Credit Card. Group arrangements can be made through Uniglobe.

Driving versus Flying: Reimbursement is based on the least expensive way to travel per the Travel Policy in the State of Delaware Budget and Accounting Manual (BAM). If an employee chooses to drive as opposed to flying, reimbursement for mileage/tolls will be paid based on the average flight costs for travel to that city unless driving is the lesser expensive mode of travel. The Business Office will determine the amount to be reimbursed.

Rental Cars: WILL NOT BE REIMBURSED. – Any exception requires **prior approval** from the Business Office.

Shuttle/Ride Share Services: Reimbursement is allowed between the airport/train station and the conference/hotel. Receipts are required. Whenever possible, group shuttles can be reserved in advance by the School/Department Secretary and can be pre-paid with the District Credit Card. Tips are capped at 20%.

Reimbursement to and from the airport/train station from home is allowed. Receipts are required. Tips are capped at 20%.

Transportation used during the trip for meals or personal use will not be reimbursed.



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Mileage To/From Airport: Mileage from home to the airport and parking expenses at airport lots with receipt for the duration of the travel may also be submitted for reimbursement. Mileage is reimbursed at the state rate of \$ 0.50 per mile. The Business Office will verify the distance submitted for the trip based on Mapquest.

Local Conference/Training: The use of a personal vehicle to an in-state conference is reimbursable for mileage and tolls. Mileage is reimbursed at the state rate of \$ 0.50 per mile. Tolls will be reimbursed with receipts or a copy of the employee's EZ Pass statement listing the tolls. The Mileage Log should be completed along with the Cover Page for Personal Reimbursement.

Meals:

Conferences/Workshops Out of State

All meals Over \$10 must have Detailed Receipts: Meals will be reimbursed based on the rate for the city conference/training is located. 75% of that particular city rate on the first and last day of travel. Cities are listed on the Red Clay Intranet: Forms > Travel > Travel Meal Reimbursement Rates.

Meals under \$10 do not require a receipt – total for the day is \$30 with \$22.50 on the first and last day.

Receipts must have the following:

1. All receipts for the trip must be a detailed receipt. Credit card receipts with the meal and tip total is not acceptable. If more than one person is on the receipt the employee's meal must be identified.
2. Alcohol as well as the taxes and tips relating to the alcohol will not be reimbursed.
3. Snacks will not be reimbursed as part of the meal.
4. Receipts cannot be combined: You cannot use receipts for multiple purchases during the day as part of your Breakfast, Lunch, or Dinner receipts (one receipt for each meal will be accepted).
5. The first and last days of a multi-day trip will be reimbursed at 75% of the applicable Travel Meal Reimbursement rate as per the State Budget and Accounting Policy.
6. When meals are provided by the conference without cost to the employee, and the employee opts to eat elsewhere, then a reduction to the daily per diem will be made for the appropriate meal: Breakfast: 20% reduction; Lunch: 24% reduction; Dinner: 50% reduction as per the State Budget and Accounting Policy. With or without receipts.

Conference/Workshop In-state:

State of Delaware policy prohibits reimbursement for meals during the regular work day. Only mileage, tolls and parking can be reimbursed for these conferences.

Hotel Charges for Incidentals

The employee will need to provide the hotel with a personal credit card for incidentals. The hotel will place a hold against the employee's personal credit card for all incidental room charges. Incidental room charges can include room service meals, minibar charges, spa usage, etc. If there are no charges the card will not be charged but it may take a few days for the hotel to release the hold placed on the credit card. Allowable charges charged to a personal credit card such as meals that are within the guidelines can be submitted on the travel reconciliation and reimbursement request submitted after travel is complete.



RED CLAY CONSOLIDATED SCHOOL DISTRICT ADMINISTRATIVE MEMORANDUM

Submitting Personal Reimbursement – All employees submitting for personal reimbursement must have completed an on-line W-9 for employees. The W-9 form can be found on the Red Clay Intranet Working Here> Forms > Financial > eSupplier.

Always keep a personal copy of all forms & receipts

Personal Reimbursement for Conferences must be submitted 7 business days after the employee returns from the Conference. The Personal Reimbursement form can be found on the Red Clay Intranet. Forms> Travel > Travel Information and form. Do not use a highlighter on original receipts because the highlighter can erase the information on the thermal print receipts.

For Conference Reimbursement you will need to submit the following:

Cover Page – Travel Reimbursement Form

Travel Reimbursement Checklist

Approved Leave/Travel Request

Conference Agenda

Receipts for Baggage, meals, shuttles, etc.

Reimbursements should be signed by the Employee, the employee's Supervisor and Department Manager before sending to the Business Office.

Cancellations

Employees requesting to travel shall be committed to the trip. If unforeseen circumstances require the trip be canceled, they are responsible for notifying Denise.Bratten@redclay.k12.de.us ASAP to minimize any cancellation costs. Employees will be expected to provide documentation for why a trip is canceled and may be responsible for unreimbursed costs if the cancellation is not approved by their supervisor.

Questions about the information contained in this administrative memorandum should be directed to the Chief Operating Officer.