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

- Facilitate Travel Arrangements
- Set Guidelines for Allowable Reimbursements
- Maintain Controls and Accountability
- Ensure Reasonable and Competitive Pricing
- Protect Employees Against Risk of Loss
# Local Reimbursable Travel

## Definition and Examples

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<th>Local Business Travel Definition</th>
<th>Examples for School-Based Personnel</th>
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<td>Travel connected with attending central office meetings or events</td>
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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

\[ \text{Daily Reimbursable Distance} = \text{Gross Miles} - \text{Commuting Miles} \]

**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

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

Complete Non-Local Travel Package

- Event Documentation Showing:
  - Training/Event Host
  - Objectives
  - Dates
  - Location
  - Detailed costs

- Globetrotter Travel Itinerary (Round-Trip)

- Agenda or Schedule
  - Must clearly show each day’s hourly agenda

- Non-Local Travel Form
  - With Chief Signature

- Online Directions
  - Showing round trip mileage to and from airport
  - (If requesting NLT mileage)

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

“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 estimated 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


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