

BUSINESS MEALS AND TRAVEL REGULATIONS AND PROCEDURES

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PREFACE – SUMMARY OF KEY REVISIONS TO THE MANUAL

This revised manual contains the following key changes from the previous version.

- Page 3** **IV B. 1. - Local Mileage or Mileage In-lieu of Stipends**
This section provides guidance and information for employees to track their driving activities and submit requests for mileage reimbursements. This section also clarifies ACPS procedures regarding usage of the IRS standard mileage rate.
- Page 4** **IV B. 4. a) – Meal Reimbursements**
Tips and delivery charges for meals are now reimbursable. These sections provide guidance on these items.
- Page 8** **V C. 2. a) – Non-Local Travel Allowable Expenses Lodging (Attending a Conference)**
When attending a conference involving an overnight stay, the lodging per diem rates are now based upon the published conference hotel rate. However, if grant funding is being used to pay for the hotel charges, GSA per diem limits will apply, regardless of the published conference hotel rate.
- Page 16** **VII. - Business Meals**
Tips and delivery charges for meals are now reimbursable, total costs for the meal can not exceed the allowable per diem. These sections provide guidance on these items.
- Attachment F – Mileage Reimbursement Log**
New form created to be used for local mileage reimbursement.
- Attachment G – ACPS Facilities Standard Mileage Chart**
New chart created mileage between ACPS facilities to be used for calculating local mileage reimbursement.
- Page 18** **VIII – Travel Reimbursements, ACPS Employee Travel Reference Sheet**
Attachment H - ACPS Employee Travel Reference Sheet
This page provides summarized guidelines to the ACPS employee that is planning an overnight trip.

I PURPOSE

To establish regulations and procedures regarding Alexandria City Public Schools (ACPS) allowable travel expenditures, business meals, travel advances and required authorizations.

II DEFINITIONS

A. Official Travel

Official travel is defined as any travel properly authorized and considered essential to the effective operation of ACPS. Travel is classified as local, nonlocal, and international.

1. Local Travel: Travel that either does not require an overnight stay or does not require air or rail transportation (excluding Metro).
2. Non-Local Travel: Travel that
 - i.requires an overnight stay such that round trip travel is not completed in the same day, or
 - ii.requires air or rail transportation (excluding Metro), or
 - iii.extends beyond a 50 mile radius from the Washington DC metropolitan area.
3. International Travel: Travel to areas outside the 48 contiguous states of the United States of America.

B. Business Meals

Individuals who are ~~not~~ in a travel status+are eligible for meal reimbursement if (a) they participate in a business meal on behalf of ACPS, (b) the meeting they are attending is the driving factor for the business meal, and (c) this meeting is considered essential to the effective operation of ACPS. Individuals in travel status may occasionally attend meetings that qualify as business meals.

C. Approving Authority

Principals, directors, executive directors or similarly-related positions, Superintendent, Chief Academic Officer, Chief Administrative Officer, Chief Financial Officer, or their respective delegates, serve as approving authorities for travel. Delegates must be at the assistant principal level or higher. To approve travel, approving authorities and delegates must be at a higher grade level than the traveler seeking approval.

D. Official Station

Place, office or school building where the traveler performs his/her duties on a routine basis. Multiple official stations are not allowed.

E. Local Mileage

Round-trip mileage by the traveler between his/her official station and travel destination for official business.

F. U.S. General Services Administration Per Diem Rates

The U.S. General Services Administration (GSA) establishes per diem rates for lodging and meals and incidental expenses (M&IE). Lodging per diem covers the costs of lodging excluding taxes while M&IE per diem covers the cost of meals including tax and tips and incidental expenses limited to bellhop and housekeeping tips. GSA per diem rates may be found at www.gsa.gov/perdiem . These per diem rates apply to all travel regardless of the funding source - ACPS sponsored or grant funded (state, federal, or private) unless the grant identifies specific per diem rates.

G. Internal Revenue Service (IRS) Standard Mileage Rate

The U.S. Internal Revenue Service (IRS) establishes a standard mileage rate to calculate reimbursement for operating a personal vehicle for official business. This standard mileage rate is subject to change. Annual rate change announcements are usually (but not always) made in January.

The current IRS standard mileage rate can be found at <http://www.irs.gov>

H. Sponsored Programs

Programs funded by revenue derived from grants and contracts.

III RESPONSIBILITY

A. Travelers must:

1. Ensure that expenses are reasonable and necessary.
2. Use sound judgment and advance planning to minimize expenses.
3. Submit requests for travel encumbrance and/or reimbursement in accordance with specified procedures and time frames outlined per travel regulations.
4. Ensure that all itemized receipts, documentation, and required forms are included when the reimbursement is submitted.

B. Approving authorities must:

1. Ensure compliance with provisions of this regulation and procedure by determining whether travel for which approval is sought is essential to the effective operation of ACPS and whether expenses are reasonable and necessary.
2. Verify the allowability of expenses and budget availability to cover all travel costs.
3. Assign a designee to approve travel, if necessary.

C. Financial Services Department (FSD) staff members must:

1. Ensure compliance with the provisions of this regulation by confirming the availability of funding.
2. Verify the allowability of expenses.
3. Ensure the completeness and accuracy of the information provided and receipts submitted as documentation of expenses.
4. Retain financial records, including all original receipts, according to the ACPS records retention schedule for payment records and to provide to auditors as requested.
5. Ensure prompt payment of authorized official travel expenses.

IV LOCAL TRAVEL

A. Travel authorization

1. Approving authorities may authorize reimbursement to ACPS travelers for necessary expenses incurred in connection with local travel on ACPS business such as meetings, conferences, workshops, seminars, training courses, and other similar gathering of events.
2. Each traveler shall complete a Travel Request and Authorization for Expense Reimbursement form (see Attachment A), also known as the Blue Form, and have it approved prior to the incurrence of expenses and shall be as specific as possible as to the circumstances and the travel to be performed. Individuals who travel without pre-approved authorization may not be reimbursed.
3. Employees who use their personal vehicle to routinely travel from their official station to various ACPS locations as a regular part of their job duties are not required to complete a Travel Request and Authorization form. See Section B. 1. below.

B. Allowable Expenses

1. Local Mileage or Mileage In-lieu of Stipends

Mileage reimbursement is allowed for travelers who use personal vehicles for official travel and do not receive a car allowance or travel stipend. Mileage will be reimbursed at the prevailing IRS standard mileage rate for miles traveled. See Section II, item G.

Employees who use their personal vehicle to routinely travel from their official station to various ACPS locations should maintain a log of their travel (See Attachment F- ACPS Travel Reimbursement Log). Travelers should include their starting point and destination for every trip for which reimbursement is requested. If it is a roundtrip, list each leg of the trip separately on the form.

The ACPS Standard Mileage Chart has been created (see Attachment G) to show the standard mileage to be claimed on the Travel Reimbursement Log for travel between

the various ACPS building locations. This mileage chart was created using Yahoo Maps to calculate the mileage between the locations. The mileage shown on this chart is the maximum mileage that can be claimed between the various locations. When submitting the Travel Reimbursement Log reflecting the standard mileage between ACPS sites, no web mileage charts are required to be attached.

If traveling to a non-ACPS facility, the address of the destination or the closest intersection to the destination must be provided.

Mileage reimbursement is also allowed for travelers who are required to attend authorized meetings or perform work-related activities **outside normal duty hours** for which they do not receive a salary supplement. Travelers will be reimbursed for miles traveled between the traveler's residence or official station and the meeting location during the weekend or during his/her non-work day.

All travelers requesting reimbursement for mileage must include proof of mileage by attaching a MapQuest (or similar type program) mileage calculation showing the beginning and destination address and total miles covered.

Departments/Schools can submit blanket purchase order requisitions in MUNIS in the name of employees that will be submitting mileage reimbursements. All Travel Reimbursement Logs submitted to the Finance Office for payment must indicate the MUNIS Purchase Order number and be approved by the employee's supervisor.

Travel Reimbursement Logs should be submitted for reimbursement monthly, but no later than every 2 months for mileage reimbursements in-lieu of stipends. Requests not submitted within this time frame may not be reimbursed.

2. Registration Fees

Travelers may be reimbursed for registration fees when authorized by the approving authority. An original, itemized receipt and a conference brochure/program are required for reimbursement.

3. Parking Fees, Tolls, Taxi Fares, Public Transportation Costs and Tips

Travelers are entitled to reimbursement for parking fees, tolls, and public transportation costs incurred while on approved local travel. Original, itemized receipts are required for single expense more than \$10. The only exception for reimbursement without receipts will be reimbursement of Metro fares and meter parking for which no receipts are given. Valet charges (including tips) over and above normal parking charges will be at the expense of the traveler.

4. Meal Reimbursement

a) General

Meal reimbursement is allowed for travelers who are required to attend official or other work-related functions in conjunction with local travel **and** are charged for a meal served as part of the function. Reimbursement will be allowed for the actual cost

of the meal, including reasonable amounts for tips, not to exceed 20%. An original itemized receipt is required. Reimbursement will not be allowed without the receipt.

Delivery costs and reasonable tips are reimbursable, as long as, the total cost does not exceed the allowable per diem for the meal.

Expenses for representational purposes: the Superintendent and executive staff could incur local meal expenses as part of doing business on behalf of ACPS. Such expenses must be considered essential to the effective operation of ACPS and could include purchase of food as defined in section II B. above. As such, these expenditures incurred by the Superintendent and executive staff, for representational purposes, are allowable and reimbursable. The original itemized receipt with sufficient justification, along with the list of participants, must be included and sent to the Financial Services Department. Although there is no per diem threshold for expenditures incurred for representational purposes, such expenditures must remain reasonable and appropriate in achieving the purposes of the organization.

b) Meals Outside of Regular Duty Hours

Meal per diem is allowed for employees who are required to attend authorized meetings or perform work-related activities outside normal duty hours for which they do not receive a meal supplement. A meal per diem up to \$13.00 per person will be granted. If the cost of the meal is less than \$13.00, the actual cost will be reimbursed. An original itemized receipt is required. Reimbursement will not be allowed without the itemized receipt.

The Superintendent, Deputy Superintendents, Chief Academic Officer, and Chief Financial Officer may authorize business meal reimbursements exceeding the above threshold. The original itemized receipt with sufficient justification must be included. Business meals reimbursements exceeding this threshold and not properly approved as outlined above are not permitted and are subject to not being reimbursed.

Delivery costs and a reasonable tip are reimbursable as long as the total cost does not exceed the allowable per diem for the meal.

C. Non-Reimbursable Expenses

Examples of other non-reimbursable expenses, but not limited to these are:

- Coat check
- Towing of personal automobile that is being used for ACPS business
- Loss or damaged to personal items
- Keys locked in personal automobile
- Alcoholic beverage or tobacco products
- Fines for parking and traffic violations
- Meals without itemized receipt documentation

V NON-LOCAL TRAVEL

A. General

1. Non-Local travel requires prior authorization.
2. *All travel reimbursements for meals, lodging, airfare, etc. funded solely from grant sponsored program funds are governed by the terms and conditions of the individual grant or contract. All travelers, regardless of the funding source - ACPS sponsored or grant funded (state, federal, or private) will use the U.S. General Services Administration per diem rates for lodging, meals, and incidental expenses unless the grant identifies specific per diem rates or the traveler is attending a conference. The GSA per diem rates may be found at www.gsa.gov/perdiem. See V C.2. below for additional guidance on conference lodging guidelines.*
3. Non-local travel at no cost to the district+still requires an approved travel authorization to be completed and retained in the traveler's school or department location.
4. Usual and customary gratuities are reimbursable as part of the M&IE limitation.
5. These guidelines will also apply to outside consultants under contract with ACPS whenever travel is authorized as a separate expenditure.
6. In addition to all other policies set forth, the following regulations must be adhered to when using the Internet to purchase online travel services.

Usage of web-based travel sites (i.e., Travelocity, Orbitz, etc.) to procure online services is allowed. Use prudent judgment when choosing an Internet travel service site.

In addition to other documents required by policy, the following supplementary documents must be submitted with the Travel Expense Reimbursement Voucher when procuring services via web-based sites. The reimbursement will be not processed if any documentation is missing.

- Hardcopy of the purchase confirmation from the Internet site showing total cost and confirmed service.
- Airline confirmation (either ticket stub or boarding pass) of the type of ticket purchased (e.g., coach, business).

It is suggested that employees utilize the ACPS Egencia Travel arrangement system as much as possible when making reservations for lodging, transportation (not including Amtrak) and car rentals. Please contact the Procurement Office for access to this system.

B. Travel Authorization and Approval

All travel must be authorized and approved by the approving authority. The business expense must be incurred in connection with services performed as an employee. When travelers interrupt or deviate from the direct route for personal convenience or personal

leave, they will be reimbursed only at the rate for uninterrupted travel by the most direct route. Employees are personally responsible that their travel arrangements meet travel regulations and that their claims for reimbursement are accurate.

Improper or inadequate supported travel claims cannot be paid, may delay reimbursement process, and could be reported to the Superintendent, Deputy Superintendents, Chief Academic Officer and Chief Financial Officer.

Persons delegated the authority to approve official ACPS travel shall not approve their own travel.

Normally, travelers should have only one outstanding travel reimbursable expenses report; thus each trip should be accounted for before another is granted.

Travel request should not be authorized and approved for persons who are 15 days delinquent in submitting an accounting for expenses from a prior trip, unless otherwise necessitated by extenuating circumstances.

1. All non-local travel requires prior approval from the employee's approving authority.
2. Each traveler shall complete a Travel Request and Authorization for Expense Reimbursement form (Attachment A) and have it approved prior to the incurrence of expenses and shall be as specific as possible as to the circumstances and the travel to be performed.

A conference program/brochure/agenda showing the registration fee, meals (if included as part of the program) and conference hotels and room rates must be attached to the travel request form. Individuals who travel without a pre-approved authorization on file may not be reimbursed and any obligations incurred by the traveler prior to receiving final approval will be the responsibility of the traveler.

3. Each traveler shall complete a Travel Request and Authorization for Expense Reimbursement form (see Attachment A). Individuals who travel without a pre-approved authorization may not be reimbursed and are doing so at their own risk. A requisition for the approved form should be processed in MUNIS at least two (2) weeks **prior to travel**. Requisitions submitted for travel authorizations after the travel has begun are not acceptable.

Purchase orders for travel advances or prepayments must be completed in MUNIS as a special check requisition. Once the travel advance PO has been issued, the department must contact the Finance Office- AP staff, no less than 2 weeks prior to the travel date, to request issuance of the travel advance check.

4. All estimated expenses (e.g., registration fee, airfare, lodging, meals, ground transportation) anticipated by the traveler must be listed on the Travel Request and Authorization for Expense Reimbursement form. The traveler may not submit the request form reflecting only selected items (e.g., registration) and then, following completion of the travel, seek reimbursement for other expenses (e.g., airfare, lodging, meals). Exceptions may be made for minor unanticipated expenses such as tolls or parking fees. However, every effort should be made to estimate all expenses associated with the travel to provide the supervisor and budget custodian with the best estimate of the total cost.

5. Requests for non-local travel must be approved by one approving authority, with the following exceptions:
 - a. Lodging (excluding taxes) exceeding the prevailing GSA rate must be pre-approved by the Superintendent, Deputy Superintendent, Chief Academic Officer, Chief Administrative Officer or Chief Financial Officer. The Travel Policy Exception Request form (Attachment C) must be completed.
 - b. Travel exceeding \$2,500 for any single event must be pre-approved by the Chief Financial Officer.
 - c. If actual expenses exceed the pre-authorized amount, the traveler must seek approval from their respective approving official.
 - d. If actual expenses exceed the pre-authorized amount by more the 20%, then the traveler must also obtain approval from their respective Chief Academic Officer, Chief Administrative Officer or Chief Financial Officer.

C. Allowable Expenses

1. Registration Fees

Registration fees related to attendance at conferences, seminars, training, or similar programs are allowed. ***An original, itemized receipt and a conference brochure are required for reimbursement.***

The traveler is responsible for submitting and confirming his/her registration. Travelers who personally prepay the registration can request a reimbursement.

Travelers who do not attend a planned conference for personal reasons and do not cancel in time to obtain a refund will be personally liable for the registration fees.

2. Lodging

a) Attending a Conference with a Hotel Sponsor

When attending a non-local educational or industry related conference that has an affiliation with a hotel in the conference area, the maximum reimbursement for lodging is the actual expense incurred up to the ***published conference hotel rate***. Travelers should book conference hotels as early as possible to ensure a room at the discounted conference rate.

If the traveler does not obtain the published conference hotel rate or does not stay at the conference hotel, but, instead, stays at a nearby hotel that requires transportation, they will be reimbursed (hotel and any roundtrip transportation) up to the published conference hotel rate. Receipts are required for all transportation.

The conference brochure must be attached to the requisition showing the conference hotel rate to support the lodging charges.

If grant funding is used to cover hotel costs, these expenses ***can not*** exceed the prevailing GSA or grant sponsored stated rate plus applicable taxes, ***even if the traveler is staying in a conference hotel.***

b) Business Travel or Not Attending a Hotel-Sponsored Conference

When a traveler on official business travel status or is not attending a hotel sponsored conference, seminar or workshop, the maximum reimbursement for lodging is the prevailing GSA rate plus applicable taxes.

If the lodging rate (excluding applicable taxes) exceeds the prevailing GSA rate, secondary approval from the Superintendent, Chief Academic Officer, Chief Administrative Officer or Chief Financial Officer is required. (Complete Travel Policy Exception Request form, Attachment C).

If secondary approval is not obtained for lodging rates that exceed the GSA per diem, the traveler is personally responsible for the lodging costs (plus taxes) that exceed the allowable per diem.

If grant funding is used to cover any hotel costs while traveling, these expenses ***can not*** exceed the prevailing GSA or grant sponsored stated rate plus applicable taxes, even if the traveler is staying in a conference hotel. Any lodging costs that exceed these per diem limits will be paid by the traveler as a personal expense.

Advance payments for hotel/motel expense are discouraged. If circumstances make advance payments a necessity, advance payments are limited to one night deposit.

Submit the original travel voucher, itemized hotel bills obtained at time of checkout, and other supporting receipts for lodging expenses. For hotel rooms obtained through Internet providers (Priceline, Orbitz, Travelocity, etc) or ACPS Travel Card providers (Egencia), the traveler must submit the ~~hard~~hardcopy final page from the Internet site showing total cost and confirmed services. +Explain any unusual changes.

Travel plan changes must be communicated to the hotel as soon as possible when a confirmed reservation is being held. ***Since hotels can charge for non-canceled reservations, these charges will not be reimbursed if the traveler is negligent in canceling.***

When lodging is shared with another person who is not on official business for ACPS, the traveler shall be reimbursed only for the cost that would have been incurred if the traveler had stayed alone in the same hotel or motel.

3. Meals and Incidental Expense (M&IE) Allowance

a) General

Generally, meals and certain incidental travel expenses are reimbursable on a per diem basis (not actual expenses) for **overnight** official business travel outside the traveler's official station. Standard meal and incidental reimbursement guidelines are provided in the Lodging/M&IE table.

The M&IE rate will be reduced for complimentary meal(s) provided by common carrier or by hotel/motels, or the conference.

The M&IE shall be paid directly to the traveler even where it can be shown that one traveler incurred expenses on behalf of another. The applicable M&IE per diem, or fraction thereof, is payable to the traveler without itemization of expense or receipts.

Reimbursement for actual expense incurred for overnight travel for these categories is not permitted.

The M&IE Percent Allocation below provides a recommended breakdown of the GSA M&IE per diem rates, based upon locality (see Section II, item F). These rates should be used to determine the maximum meal reimbursement amounts for official business meals and/or the M&IE reduction. The M&IE must be reduced for applicable meal when meals are provided at no cost during overnight travel period.

Travelers are only eligible for 75 percent of the total M&IE rate on the departure and return date.

TOTAL	\$41	\$46	\$51	\$56	\$61	\$66	\$71
Breakfast	\$7	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
Incidental	5	5	5	5	5	5	5
75% Travel Days	\$30.75	\$34.50	38.25	\$42	\$45.75	\$49.50	\$53.25

M&IE Percent Allocation

- Breakfast - 18%
- Lunch - 28%
- Dinner - 48%
- Incidentals - 6%

If the GSA M&IE amount is \$58, based on the recommended percent allocation, the traveler should spend \$10 for breakfast, \$16 for lunch, \$28 for dinner, and \$4 for incidentals.

Example A

If the cost of meals for approved seminars, conferences, or official meetings is part of the registration fee, the per diem traveler must deduct the amounts from the per diem allowance for each meal included in the registration fee. For example, if the M&IE rate allows a \$58 total reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$42.

$$\begin{aligned} \$58 * .28\% &= \$16. \\ \$58 - \$16 &= \$42 \end{aligned}$$

Example B

If a meal is provided at no cost in conjunction with the travel event on a departure or return date, the full meals per diem rate is reduced by the full amount of the appropriate meal followed by a 75 percent prorating of the balance. For example, if the M&IE rate allows a \$58 total reimbursement, and breakfast was provided at no cost on a return date, the total allowable reimbursement for that day would be \$36

$$\begin{aligned} \$58 * .18\% &= \$10. \\ \$58 - \$10 &= \$48 \\ \$48 * .75 &= \$36 \end{aligned}$$

Example C

On a travel departure or return date, 75 percent of the full meals per diem rate is reimbursed. For example, if the M&IE rate allows a \$58 total reimbursement, \$43.50 would be allowable on a travel departure or return date. $\$58 * .75\% = \43.50

b) Travel for School Activities

Employees traveling for school/student activities shall be entitled to reimbursement for meals at the per diem rate of \$41 for non-local travel that does not include an overnight stay.

If an employee is on travel status for part of the day, the per diem rate shall be prorated as follows:

Breakfast: \$8

Lunch: \$10

Dinner: \$23

The per diem rate shall be calculated based on the travel status during normal meal hours. Trips starting before 7:00 am will receive the breakfast per diem and trips ending after 7:00 pm will receive the dinner per diem. Out-of-town trips will receive the lunch per diem.

c) Student Meal Reimbursements

The students traveling on ACPS sanctioned non-local events will be reimbursed up to \$25.00 per day for each traveling student.

Meals for students are reimbursable on an actual expense basis (not per diem) and as such, reimbursement will be allowed for the actual cost of the meal. An original itemized receipt is required. Reimbursement will not be allowed without the receipt.

4. Transportation

a. General

All travelers must use the most economical mode of transportation and customary route consistent with the authorized purpose of the trip.

All travelers requesting reimbursement for mileage must include proof of mileage by attaching a MapQuest (or similar type program) mileage calculation showing the beginning and destination address and total miles covered.

The traveler is responsible for any extra expenses incurred as the result of indirect or interrupted direct travel for personal convenience. Reimbursement shall be limited to the actual cost incurred, via a usually traveled route. Any resulting excess travel time shall not be considered work time and shall be charged to the appropriate type of leave.

The additional expenses associated with travel that is extended to save costs (e.g., a Saturday night stay) may be reimbursed when the cost of the airfare is less than the cost

of airfare if travelers had not extended the trip and provided that those expenses were incurred in compliance with all other sections of the ACPS Travel Regulations and Procedures. Such expenses, which include lodging, car rental, meals and incidental expenses, shall not exceed the amount ACPS would have paid if travelers had not extended the trip.

b. Use of automobile in lieu of air travel

Travelers may elect to use a privately-owned automobile for personal reasons even though air travel may be more appropriate/economical mode of transportation. Mileage will be reimbursed at the prevailing IRS standard mileage rate (see section II, item G.) and charges for tunnels or toll road are allowed.

The reimbursement of surface transportation costs shall not exceed the air coach rate plus connecting fares for equivalent travel. Costs of meals and lodgings while in transit via surface transportation will not be reimbursed.

c. Air Travel

Coach class or any discounted class shall be used. Whenever possible, plans should be made far enough in advance to take advantage of available excursion rates requiring advance reservations.

The use of first-class, premium or higher-cost services may be authorized under the following circumstances:

- When first-class service is the only service offered between two locations (in such case, advance approval is unnecessary, but an explanation statement should be entered on the travel expense voucher);
- When the use of coach class would adversely affect economy (e.g., when traveling by air coach would require an otherwise unnecessary hotel expense, circuitous routing, or an unduly long layover awaiting connections due to scheduling difficulties);
- When an itinerary involves overnight travel without an opportunity for normal rest before commencement of working hours.

The use of first-class or premium air service must be approved using the Travel Policy Exception Request Form, Attachment C.

d. Rental automobiles

Rental automobiles may be used if it is more advantageous to ACPS than the use of taxi or other means of transportation. Travelers are responsible for obtaining the best available rate commensurate with the requirements of the trip. Car rental must be approved by the appropriate approving authority prior to the departure date. The request must be justified in writing and will be considered if public transportation is unavailable and automobile rental results in a cost savings, which must be documented by the traveler.

Car rental request must be made on a Car Rental Request Form (Attachment E) and

attached to the Travel Request and Authorization for Expense Reimbursement Form.

Car rental purchased must be at the lowest available rate. An original itemized receipt is required for reimbursement. Traveler must ensure that the rental vehicle is refueled before returning it to the rental contractor. Reimbursement will be based on the fuel used and receipts provided. Reimbursements will not be processed unless all detailed receipts are provided.

e. Miscellaneous Transportation

Travelers may be reimbursed for the cost of ground transportation between the official station and air or train terminal and between terminal and hotel destination. Parking fees (supported by original receipts) may be reimbursed when transportation to terminal is by privately owned vehicle. When a taxi is used between terminal and hotel at destination, the employee must obtain a receipt. The receipt, together with the justification for using a taxi instead of the lowest cost option, typically an airport limousine or shuttle service, should be attached to the Travel Expense Voucher (Attachment B). The tip amount is included in the incidental portion of the GSA per diem. Travelers should not itemize any tip expense.

ACPS will reimburse up to \$18 a day for hotel parking (this limit does not apply to airport parking). If parking expenses are greater than \$18, travelers must submit a brief explanation on the Travel Reimbursement Form (e.g., I was staying in a downtown hotel with no other parking available).

Valet charges over and above normal parking charges shall be at the expense of travelers. Reimbursements will not be processed unless all appropriate receipts and forms are provided.

5. General Expenses

The following miscellaneous items shall be allowed:

- **Baggage expenses** for transport of ~~official~~ business materials.
- **Use of computers, printers, faxing machines and scanners.**
- **Use of conference room center or hotel room** for official business.
- **Laundry, cleaning and pressing of clothing expenses.** These expenses are applicable for travel extending a period of 4 consecutive nights or longer. When travel meets this requirement, a traveler may claim up to \$15 per night **for the first 4 nights.** For each additional night, a claim may be made up to \$10 per night. **Itemized receipts are required** for all laundry/dry cleaning reimbursement claims. Laundry and dry cleaning services must be performed during the non-local trip to be reimbursable.

The above expenses should be authorized on the Travel Request and Authorization for Expense Reimbursement form prior to departure.

- **Business telephone calls and facsimiles** made for official business purposes and paid by the traveler may be claimed on the travel expense voucher. A full explanation must be stated on the reimbursement voucher accompanied by supporting documentation. Individuals using personal owned cellular telephones may be reimbursed for business calls when shown to be cost beneficial or necessary. In this

case, an itemized cell phone statement must be included and attached to the expense voucher. In the event that free minutes are used for business calls, reimbursement is not permitted.

D. Non-allowable Expenses

Examples of non-allowable expenses, but not limited to these are:

- Alcoholic beverage or tobacco products
- Coat check
- Personal entertainment charges such as movies, spa and tours
- Room Service,
- Keys locked in personal automobile
- Late check-out and room guaranteed charges
- Fines for parking and traffic violations
- Towing of personal automobile that is being used for ACPS business
- Loss or damages to personal items or vehicles
- Meals without itemized receipt documentation
- Meals or lodging for relatives or friends, when accompanying staff on business travel.

E. Travel Advance/Prepaid

Requisitions for a travel advance must be indicated on the Travel Request and Authorization for Expense Reimbursement Form and must be processed in MUNIS at **least two (2) weeks prior to departure.**

1. Checks for travel advances/prepaid may be obtained from the Finance Office by submitting a copy of the Purchase Order and hotel or transportation confirmation or conference registration form at least two (2) weeks prior to the start of travel.
2. A Travel Advance Agreement must be signed by the requesting traveler upon receipt of these funds (Attachment D). Please read carefully before signing it. The agreement states that the requesting traveler will submit a completed Travel Expense Voucher form with the required documentation to the Finance Office within **fifteen (15) calendar days after completion of the trip.** If the advance is greater than the total expenditure, the requesting traveler must return the excess to the Finance Office with the completed Travel Expense Voucher form. The check should be made payable to Alexandria City Public Schools.
3. Travel advances can be provided for:
 - 100 percent of estimated lodging expenses.
 - 100 percent of registration fee-conference program must accompany the travel advance request.
 - 100 percent of airfare or passenger rail fare, when applicable.
4. Travel advances for less than \$100 will not be made.
5. Travel advances will not be given when a traveler has an outstanding advance, which has been due for more than 15 calendar days. The request will be held until the

outstanding balance has been paid or a reimbursement has been filed with the Finance Office. Also, **the Internal Revenue Service requires that advances that remain outstanding for more than 120 days be added to a traveler's taxable compensation.**

F. Travel Authorization Cancellation

Cancellation of a purchase order for an approved Travel Authorization must be processed in MUNIS. This must be done to release encumbered travel money. Any non-cancelable costs of the trip will be the personal responsibility of the traveler.

G. Departure and Return Restrictions

Travelers should allow sufficient time to arrive at their destination prior to the commencement of the function. In some cases, this will require leaving the day before the function. In those cases, employees shall be reimbursed for appropriate meals and lodging. Travelers shall return on the day of the function concludes. If it is not reasonably possible to do so, they will be allowed to spend the night and return at the earliest time possible the following day. Travelers who depart more than one day in advance or return more than one day after the function ends shall be reimbursed for expenses only if such scheduling occurs in order to take advantage of a reduced airfare and results in a total cost that is equal to or less than the total cost would have been otherwise (a cost comparison, including the cost of lodging and meals, must be provided). Travelers, who extend a day longer than necessary, whether at the beginning or end of the travel, shall not be reimbursed for additional costs incurred.

H. Commercial Transportation Guidelines

1. Travel arrangements shall be made as early as possible in order to benefit from available discounts.
2. Travelers who change, misplace, or lose travel tickets shall be responsible for paying any administrative fees and/or replacing the tickets at no expense to ACPS.
3. Travel ticket stubs must be submitted for reimbursement. If travel tickets are not issued, as in the case with many airlines, an original receipt must be submitted.
4. Unused travel tickets shall be retained by ACPS and shall be traded in for future trips if possible.

I. ACPS P-Card for Business Travel

Purchases of hotel, airline, rail, and bus tickets with the P-Card are allowable with certain restrictions. The Department/Office head must designate P-Cardholders in his/her department/office for transportation purchase authorization. The designated individuals must be authorized by the Purchasing Officer to participate in the P-Card transportation purchase program. Refer to the P-Card policy for additional information on the purchase guidelines and the responsibility of the P-Card holders.

All travel expense paid through the P-Card must adhere to all travel policies outlined under Section V Non-Local Travel.

VI INTERNATIONAL TRAVEL

General

All international travel, including international field trips involving students, must be submitted for the Superintendent's approval at least three months prior to the travel. Trips to countries on the State Department's warning list will not be permitted.

If the travel request is approved by the Superintendent, follow the guidelines in Section V Non-Local Travel.

VII BUSINESS MEALS

General

Individuals who are not in a travel status are eligible for meal reimbursement if they participate in a business meal. Individuals in travel status may occasionally attend meals that qualify as business meals.

Business meals occur while the individual is on official business and must:

1. Include approval from either the Superintendent, Chief Academic Officer, Chief Administrative Officer or CFO.
2. Involve substantive and bona fide business discussions and include the original, itemized receipt.
3. List by name all persons involved in the meal and the reason for the meal. If the reimbursement is for a group of conference participants, identify the number of people fed and an explanation of additional meals, if necessary (e.g., coverage of walk-ins).
4. Be reimbursed for actual expenses up to the amount shown for the applicable meal in the M&IE Rate Table, excluding the incidental allowance. (See Business Meal Exceptions)
5. For individuals in travel status, the per diem allowance applicable to the business meal must be clearly excluded from the daily reimbursement.
6. Delivery costs and reasonable tips are reimbursable when included in the cost of the meal, as long as the total cost does not exceed the allowable per diem for the meal.

Exceptions

The Superintendent, Deputy Superintendents, Chief Academic Officer, Chief Administrative Officer and Chief Financial Officer may authorize business meal reimbursements exceeding the above threshold. The original itemized receipt with sufficient justification must be included. Business meals reimbursements exceeding this threshold and not properly approved as outlined above are not permitted and are subject to not being reimbursed.

Business meals for representational purposes: the Superintendent and executive staff could incur meal expenses as part of doing business on behalf of ACPS. Such expenses must be considered essential to the effective operation of ACPS and could include purchase of food as defined in section IIB above. As such, these expenditures incurred by the Superintendent and executive staff, for representational purposes, are allowable and reimbursable. The original itemized receipt with sufficient justification, along with the list of participants when necessary, must be included and sent to the Financial Services

Department. Although there is no threshold for expenditures incurred for representational purposes, such expenditures must remain reasonable and appropriate in achieving the purposes of the organization.

VIII TRAVEL REIMBURSEMENT PROCESS

General

Travelers are required to substantiate all travel expenses for which they are requesting reimbursement with detailed, itemized receipts, per ACPS regulations and IRS guidelines. Travelers who seek reimbursement for travel expenses or who obtained a travel advance pursuant to Section V-E above must submit a Travel Expense Voucher (See Attachment B-Pink Form) and supporting documentation within fifteen (15) calendar days upon completing the trip.

Although not all-inclusive, the following information is required for expense reimbursement and must be submitted with the Travel Expense Voucher.

- Original, itemized receipts for lodging and conference brochure, showing published conference hotel rate, if applicable.
- Original receipts and ticket stubs/boarding passes, where applicable, for air and/or rail transportation.
- Original, itemized receipts for any single incidental expense (e.g., transportation or taxi) in excess of \$10.
- If applicable, a check from the traveler to reimburse ACPS for any unspent travel advance.
- Hard-copy confirmations of expenses if online methods were used to procure services (boarding passes are required for all air and rail reimbursements made directly to travelers).
- Reason for business phone calls or facsimiles.

Travelers must keep receipts and accurate records of all expenses to ensure correct reporting and submission of travel reimbursements. Each day's expense must be shown separately on the voucher.

By signing the travel reimbursement request, the traveler is certifying the accuracy of all information and the legitimacy of the travel. The signature of the traveler's supervisor certifies that the supervisor agrees that the travel was necessary. It is the responsibility of the Finance Office to ensure that any type of reimbursement is not paid more than once.

The Travel Expense Voucher form can be submitted to the Finance Office without the approval of the approving authority if actual reimbursement expenses do not exceed the total estimate originally approved on the Travel Request and Authorization for Expense Reimbursement form and the nature of actual expenses are consistent with those indicated on the Travel Request and Authorization Form.

Individuals, who travel without pre-approved authorization and seek reimbursement, must first obtain a purchase order from MUNIS for the amount of the charges incurred. After the purchase order has been processed, the Travel Expense voucher form must be submitted to the Finance Office to process the reimbursement request.

Key Point: a receiving report must be processed by the department initiating the travel PO, in order for the reimbursement payment to be prepared by the Finance Office.

ACPS Employee Travel Reference Sheet

This sheet has been created as a one-page reference guideline to be given to ACPS employees planning an overnight trip. It provides a summarized guide of the travel authorization and expense reimbursement process. See Attachment H.

Please feel free to make copies of this document available to traveling ACPS employees in all departments/schools. Copies of this document can be obtained on BlackBoard at

[ACPS Resources>Financial Services>Regulations and Procedural Manuals](#)

IX EXCEPTIONS

Exceptions to these regulations must be approved by the Superintendent, Chief Academic Officer, Chief Administrative Officer or Chief Financial Officer. Exception to ACPS regulation may be approved when necessary to meet special circumstances or when in the best interest of ACPS. These exceptions are infrequent and apply to all funding sources. For example, if the special needs of a disabled person cannot be met by hotel rooms within ACPS maximum rates, lodging costs for disabled persons may be reimbursed at the actual cost of the least costly lodging that is most accessible to their needs.

Travelers request for exceptions to travel regulations (especially lodging rates) must be documented, explained, and certified. Exceptions are not considered without the approval of the approving authority. Exception requests must be submitted on the Travel Policy Exception Request form.

Print
or
Type

ALEXANDRIA CITY PUBLIC SCHOOLS

ATTACHMENT A

Travel Request and Authorization for Expense Reimbursement
Regulation 6503

Employee ID # 11697

I, Jane D. Smith (Name) request permission to attend the

VASPA (Meeting/Conference) being held at 1805 Chantilly Street (Street Address)

Richmond, VA 23230 (City, State) on the following dates: Mar 24-28, 2009 (Enumerate Dates)

for the following reason(s) to obtain latest info on curriculum & education

Substitute Needed Yes No

School Douglas MacArthur

Grade/Subject 5th

Mode of Travel Auto Plane Rail Other

* Passengers traveling with me N/A

Account #: 0100-2-11-2110-1100-1300-55040

Estimated Expenses: (100 miles x 2 x .55*) ^{should be current mileage rate}

Mileage (Round trip) \$ 110.00 Airfare (Round trip) \$ _____
If already encumbered, PO # _____

Lodging requested for 4 days at \$ 135.00 per day ^(120.00 plus 12.5% tax)
If already encumbered, PO # _____

Meals requested for 5 days at \$ 41 per day (estimate only)

Registration fee \$ 175.00 If already encumbered, PO # _____

Other known expenses Parking \$40.00 (\$10 x 4 days)
(Itemized)

2/3/09
Date of Application

Jane D. Smith
Signature

Recommended approval yes no

signature of principal
Principal's/Supervisor's Signature

Original to Finance Department
1st copy to Principal
2nd copy to Requestor

Print
or
Type

ALEXANDRIA CITY PUBLIC SCHOOLS
Travel Expense Voucher
Receipts Required for All Expenses

ATTACHMENT B.

Traveler Jane D. Smith Street Address 200 Tennessee Avenue
City Alexandria State VA Zip 22306
Destination and purpose of travel Richmond, VA for VASPA

DATE	Monday 3/27	Tuesday 3/28	Wednesday	Thursday	Friday 3/24	Saturday 3/25	Sunday 3/26	Total Each Line	
Breakfast (include Tip)	8-	8-			8-	8-	8-	40-	
Lunch (include Tip)	10-				10-	included	10-	30-	
Dinner (include Tip)	included				23-	23-	23-	69-	
Registration									
Auto Mileage		100			100				
No. Miles X rate .554		55-			55-			110-	
Hotel	135-				135-	135-	135-	540-	
Limousine, Taxi or Bus									
Plane (1) or Train									
*Other Parking	10-				10-	10-	10-	40-	
*Unusual									
TOTALS								TOTAL 829-	
								Less Travel Advance Received	
								Remainder Due Traveler/Finance	829-

*Explain any other/unusual expenses _____

SUBMIT WITHIN 10 DAYS OF COMPLETED TRIP WITH RECEIPTS ATTACHED

I CERTIFY THE ABOVE EXPENSES WERE INCURRED

Jane D. Smith 3/30/09
Traveler's Signature Date

APPROVED BY ASST. SUPT. OR EXEC. DIR.:

Date: _____ By: _____
Amount: _____ Account No. _____
Amount: _____ Account No. _____

Should be completed and
submitted within 15 days of
Completion of travel

DISTRIBUTION
Original and 1st copy to Finance
2nd copy to Requestor
3rd copy to Asst. Supt. or Exec. Dir.

OFFICE USE

Signature of principal/
program manager required
if reimbursement exceeds
original amount estimated
on blue travel form.

TRAVEL POLICY EXCEPTION REQUEST

Traveler's name: _____

Date: _____

POLICY EXCEPTION REQUESTED (check appropriate box):

- Lodging rate exceeds maximum for lodging
- Excess transportation costs
- Other

JUSTIFICATION:

Please explain how the amount(s) in excess of allowable maximums were determined and itemize the amounts and provide justification. If pre-authorization was not approved, provide justification why trip was undertaken.

I request payment of these expenses actually incurred in excess of entitlement ceilings/traveled without a pre-approved authorization and acknowledge that reimbursement by ACPS is contingent on approval by the Assistant Superintendent-Finance.

REQUIRED SIGNATURES:

Traveler _____ Date _____

Approved by: _____ Date _____

Approved by: _____ Date _____
(secondary approval level)

Concurred : _____ Date _____
(Assistant Superintendent-Finance)



ALEXANDRIA CITY PUBLIC SCHOOLS TRAVEL ADVANCE AGREEMENT

Name: _____ Return date: _____

Check Amount: \$ _____ Check #: _____

In consideration of this receipt of the attached Alexandria City Public Schools (ACPS) check representing an advance for travel expenses, I agree that these are ACPS funds, and I understand that I am personally responsible for them whether or not my employment continues with ACPS, and whether the funds are lost or stolen. I agree to notify the Finance Office **immediately** should a loss, theft, or mysterious disappearance of funds occur.

I will submit the required documentation for reimbursement, including supporting receipts, to the Finance Office within fifteen (15) calendar days after return; and if the cash advance was more than the expenditure, I will return the excess funds along with the completed documentation. I understand that if I do not adhere to these time frames for paperwork completion or repayment, I may be denied future travel advances, **or the repayment of my cash advance may be deducted from my paycheck.** Additionally, any failure on my part to file the required documentation or repay excess funds by the due date will subject me to reasonable costs of collection including but not limited to attorney fees and court costs if required to enforce this agreement.

IN ACCORDANCE WITH AUDIT REQUIREMENTS, REQUIRED DOCUMENTATION FOR REIMBURSEMENT WITH SUPPORTING RECEIPTS MUST BE RECEIVED BY THE FINANCE OFFICE NO LATER THAN

_____ .

If the cash advance was more that the total expenditures, I will return the excess to the Finance Office within **fifteen (15) calendar days** of my return.

If the cash advance was **less than** the total approved expenditure, a check will be provided to me.

Signature

Date



ALEXANDRIA CITY PUBLIC SCHOOLS CAR RENTAL REQUEST FORM

1 Traveler _____
Address _____

2 Department/Office _____

3 Trip-From _____
-To _____

4 Date Rented _____
Date Returned _____

5 Estimated Cost of Rental \$ _____

6 Justification For Car Rental

7 Employee Signature: _____

Date: _____

8 Department/Office Approval: _____

Date: _____

Approving Authority (signature)

ACPS TRAVEL REIMBURSEMENT LOG

EMPLOYEE: _____ PO # _____

	DATE	TO	FROM	MILEAGE	RATE	AMOUNT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
	TOTALS					\$

Employee Signature

Date

Supervisor Approval

Date

ACPS STANDARD MILEAGE CHART

Schools/Departments	CB	CK	DM	FH	GM	GW	JP	JH	JA	LC	M	MV	PH	ST	TCW	TCW/WH	WR	Burke	CO	City Hall	JVD	Landmark	SJ	Textbks	Transport
Charles Barrett 1115 Martha Custis Dr. 22302	0.0	1.4	2.5	2.7	1.1	2.5	3.5	3.3	3.2	4.3	2.4	1.7	3.7	5.7	1.4	1.8	3.7	2.6	2.9	4.1	4.8	5.2	2.8	2.9	2.8
Cora Kelly 3600 Commonwealth Ave. 22305	1.4	0.0	3.3	4.1	1.6	1.5	4.9	2.3	4.6	3.0	1.9	0.7	5.1	7.1	2.3	2.8	5.1	4.0	4.3	2.8	6.2	6.6	3.8	3.8	3.8
Douglas MacArthur 1101 Jannays Lane 22302	2.5	3.3	0.0	1.7	2.1	2.0	2.4	1.8	2.9	2.5	1.5	2.7	2.2	3.8	1.3	1.5	3.4	1.8	2.7	2.3	3.8	3.4	0.8	0.9	1.2
Francis C. Hammond 4646 Seminary Rd. 22304	2.7	4.1	1.7	0.0	3.0	3.7	0.9	4.2	1.2	4.4	3.5	3.5	1.1	3.7	2.0	1.3	1.7	0.0	0.9	4.8	2.8	2.1	2.1	2.1	2.1
George Mason 2601 Cameron Mills Rd. 22302	1.1	1.6	2.1	3.0	0.0	1.4	3.4	2.1	3.7	2.9	1.2	0.9	3.1	6.2	1.0	1.4	3.7	3.2	3.4	2.7	5.3	4.1	2.5	2.6	2.5
George Washington 1005 Mt. Vernon Ave. 22301	2.5	1.5	2.0	3.7	1.4	0.0	4.3	0.8	4.6	1.7	0.7	1.0	4.0	5.2	2.0	2.4	4.7	4.1	4.4	1.5	6.3	4.9	2.5	2.5	2.6
James K. Polk 5000 Polk Ave. 22304	3.5	4.9	2.4	0.9	3.4	4.3	0.0	4.1	1.6	4.6	4.0	4.4	0.6	2.5	2.9	2.1	1.1	0.9	1.7	4.7	1.9	1.5	2.3	2.3	2.1
Jefferson-Houston 1501 Cameron St. 22314	3.3	2.3	1.8	4.2	2.1	0.8	4.1	0.0	4.9	1.3	0.8	1.7	3.4	4.6	2.1	2.7	5.5	3.4	4.7	1.2	4.7	4.3	1.9	1.9	2.0
John Adams 5651 Rayburn Ave. 22311	3.2	4.6	2.9	1.2	3.7	4.6	1.6	4.9	0.0	5.7	4.3	4.3	2.0	2.8	2.7	2.5	0.8	1.1	0.3	5.5	3.3	1.9	3.2	1.9	2.0
Lyles-Crouch 530 S. St. Asaph St. 22314	4.3	3.0	2.5	4.4	2.9	1.7	4.6	1.3	5.7	0.0	1.6	2.9	4.9	6.2	2.9	3.6	6.9	5.3	5.5	0.5	6.2	5.8	3.4	3.4	3.6
Maury 600 Russell Rd. 22301	2.4	1.9	1.5	3.5	1.2	0.7	4.0	0.8	4.3	1.6	0.0	1.3	3.4	4.6	1.9	2.1	4.4	3.2	4.5	1.5	4.7	4.3	1.9	1.9	2.1
Mount Vernon 2601 Commonwealth Ave. 22305	1.7	0.7	2.7	3.5	0.9	1.0	4.4	1.7	4.3	2.9	1.3	0.0	3.9	7.6	1.8	2.2	4.5	4.6	4.8	2.9	6.7	4.9	3.2	3.2	3.3
Patrick Henry 4643 Taney Ave. 22304	3.7	5.1	2.2	1.1	3.1	4.0	0.6	3.4	2.0	4.9	3.4	3.9	0.0	2.0	2.3	1.9	1.6	1.2	2.1	4.1	2.1	1.7	1.7	1.7	1.5
Samuel W. Tucker 435 Ferdinand Dr. 22304	5.7	7.1	3.8	3.7	6.2	5.2	2.5	4.6	2.8	6.2	4.6	7.6	2.0	0.0	5.0	3.9	2.5	3.4	3.1	5.0	1.1	1.4	2.7	2.7	2.5
T.C. Williams 3330 King St. 22302	1.4	2.3	1.3	2.0	1.0	2.0	2.9	2.1	2.7	2.9	1.9	1.8	2.3	5.0	0.0	0.6	3.1	2.3	2.6	2.8	4.5	3.4	1.7	1.7	1.7
TCW/Minnie Howard 3801 W. Braddock Rd. 22302	1.8	2.8	1.5	1.3	1.4	2.4	2.1	2.7	2.5	3.6	2.1	2.2	1.9	3.9	0.6	0.0	2.3	1.3	2.1	3.6	3.1	2.7	2.0	2.0	2.0
William Ramsay 5700 Sanger Ave. 22311	3.7	5.1	3.4	1.7	3.7	4.7	1.1	5.5	0.8	6.9	4.4	4.5	1.6	2.5	3.1	2.3	0.0	1.7	0.9	5.7	1.9	1.5	4.0	4.0	3.8
Burke Library 4701 Seminary Rd. 22304	2.6	4.0	1.8	0.0	3.2	4.1	0.9	3.4	1.1	5.3	3.2	4.6	1.2	3.4	2.3	1.3	1.7	0.0	0.9	4.7	2.8	2.0	2.1	2.2	2.1
Central Office 2000 N. Beauregard St. 22311	2.9	4.3	2.7	0.9	3.4	4.4	1.7	4.7	0.3	5.5	4.5	4.8	2.1	3.1	2.6	2.1	0.9	0.9	0.0	5.3	3.1	2.0	3.0	3.1	3.0
City Hall 301 King St. 22314	4.1	2.8	2.3	4.8	2.7	1.5	4.7	1.2	5.5	0.5	1.5	2.9	4.1	5.0	2.8	3.6	5.7	4.7	5.3	0.0	6.8	5.0	2.6	2.6	2.7
Juvenile Detention 2005 S. Whiting St. 22304	4.8	6.2	3.8	2.8	5.3	6.3	1.9	4.7	3.3	6.2	4.7	6.7	2.1	1.1	4.5	3.1	1.9	2.8	3.1	6.8	0.0	1.0	3.0	3.0	2.8
Landmark Sites 5801 Duke St. 22304	5.2	6.6	3.4	2.1	4.1	4.9	1.5	4.3	1.9	5.8	4.3	4.9	1.7	1.4	3.4	2.7	1.5	2.0	2.0	5.0	1.0	0.0	3.7	3.7	3.5
Stonewall Jackson 25 S. Quaker Lane 22314	2.8	3.8	0.8	2.1	2.5	2.5	2.3	1.9	3.2	3.4	1.9	3.2	1.7	2.7	1.7	2.0	4.0	2.1	3.0	2.6	3.0	3.7	0.0	0.0	0.3
Textbook Services 116 S. Quaker Lane 22314	2.9	3.8	0.9	2.1	2.6	2.5	2.3	1.9	1.9	3.4	1.9	3.2	1.7	2.7	1.7	2.0	4.0	2.2	3.1	2.6	3.0	3.7	0.0	0.0	0.4
Transportation Dept. 3540 Wheeler Ave. 22304	2.8	3.8	1.2	2.1	2.5	2.6	2.1	2.0	2.0	3.6	2.1	3.3	1.5	2.5	1.7	2.0	3.8	2.1	3.0	2.7	2.8	3.5	0.3	0.4	0.0

ACPS Employee Travel Reference Sheet

ACPS employees traveling to Non-Local destinations should be aware of the following key factors.

1. **Acquaint yourself with the ACPS *Business Meals and Travel Regulations and Procedures Guide* before leaving for your trip.**

This guide (dated 7/2013) and the forms mentioned below are available on BlackBoard under, [ACPS Resources>Financial Services>Regulations and Procedural Manuals](#)

2. **Complete the Travel Request and Authorization Form (Blue Form).**

Anyone traveling to non-local destinations must complete this form, even if no expense reimbursements will be requested.

Non-Local travel is travel that

- a) Requires overnight stay,
- b) Requires air or rail transportation (excluding Metro) or
- c) Extends beyond a 50 mile radius from the Washington DC metropolitan area.

Attach the following documents to the blue form, if applicable.

- a) Conference/meeting agenda showing meals provided during conference, to support any meal per diem requested.
- b) Conference brochure showing conference hotel rate to support your lodging per diem. If your hotel lodging per diem exceeds the published conference rate or the GSA per diem, the Travel Exception Form must be completed and approved by your supervisor and Chief Academic Officer or Chief Administrative Officer.
- c) Printout of MapQuest web page showing mileage from office/school.
- d) Printout of GSA per diem website showing the lodging and meals per Diem for the destination location.

GSA Per Diem website <http://www.gsa.gov/portal/category/100120>

This form requires the signature of the department head or school principal for authorization.

Give this form, with the required documentation attached, to your department budget assistant or school treasurer to initiate a requisition in MUNIS.

☞ *The travel requisition will be returned to the requestor if the required, supporting documentation is not included with the MUNIS scanned image.*

3. **To receive your expense reimbursement, you must complete the Travel Expense Voucher (Pink Form) upon your return.** The following documents must be attached to your Travel Expense form (if applicable) to support your request.

- a) The hotel itemized receipt showing the daily charges for the room and taxes.
- b) All original receipts for parking or transportation, including air, rail, taxi, bus, shuttles or subway fares.
- c) Receipts for meals are not necessary, if you are claiming the meal per diem.
- d) Re-attaching copies of the conference agenda and published conference hotel rate and MapQuest mileage page will expedite the review and processing of your expense voucher.

If your Expense Voucher exceeds the total expenditure amount authorized on the Blue Form, then the department head or principal must approve the Expense Voucher.

Give the Expense Voucher, with the required documentation attached, to your department budget assistant or school treasurer to complete the MUNIS receiving action and to forward the voucher with supporting documents to Financial Services.

Financial Services will mail your reimbursement check within 2 weeks after receiving your Voucher.