

The Charter Institute at Erskine
Institute Travel and Meals Policy and Procedures

OFFICE OF RESPONSIBILITY: Finance

EFFECTIVE DATE: 07/01/2018

THE CHARTER INSTITUTE AT ERKSINE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART.

POLICY:

Travel and transportation at the expense of the Charter Institute at Erskine (Institute) will be authorized only when officially justified and by those means which meet State and Federal Government requirements consistent with good management practices.

The Institute will not issue travel advances without prior written approval by the Director and CEO.

All Institute travel expenses must be prior approved by the Director and CEO.

PROCEDURE:

General Information

The following procedures have been established for travel and subsistence expenses. If federal funds are being used for travel and subsistence expenses, additional measures will be taken as outlined in this document.

TRAVEL ADVANCES (PRIOR TRIP EXPENSES):

Registration

The Institute will pay the registration fee in advance for attendance at prior approved conference(s), seminar(s), or workshop(s). Any meal included in the registration fee cannot be claimed on an expense report even if the traveler chooses not to partake of the meal. An itinerary should be attached to all expense reports that request per diem.

Transportation

All flights should be booked in advance using an Institute owned credit card. If the traveler elects to book their flight expenses on their personal credit card, then the traveler will not be reimbursed for flight expenses until returning from travel.

Lodging

The Institute will pay for hotel lodging in advance for attendance at prior approved conference(s), seminar(s), or workshop(s). All lodging should be booked using an Institute owned credit card. If traveler elects to book their lodging expenses on their personal credit card, then the traveler will not be reimbursed for the lodging expenses until the return from travel. Hotel reimbursements for one-day meetings will not be reimbursed unless arrangements have been pre-approved with the Director and the CEO. Hotel lodging may be paid for the day before a one-day or multiple-day conference, seminar, or workshop only if the program starts at or before 8:00 am and the travel time is two and half hours or more.

For staff members who live more than 50 miles from the Institute office, overnight lodging related to job duties must receive prior written permission from the Director and the CEO. The lodging will be approved on a case-by-case basis. The approval will be based in whole or in part on the employee's well-being, safety and to maximize the staff time in the service of Institute schools.

TRAVEL EXPENSES (POST TRIP REIMBURSEMENTS):

Per Diem

The Institute will not issue per diem reimbursement for one-day conferences, seminars, or workshops.

Multiday per diems will be permitted if the itinerary does not state that meals will be included in the registration fee. Multiday per diems are as follows:

MEALS	DEPART BEFORE	RETURN AFTER	IN-STATE	OUT-OF-STATE
Breakfast	6:30AM	11:00AM	\$6.00	\$7.00
Lunch	11:00AM	1:30PM	\$7.00	\$9.00
Dinner	5:15PM	8:30PM	\$12.00	\$16.00
MAXIMUM DAILY ALLOWANCE			\$25.00	\$32.00

Mileage Reimbursement

The Institute will reimburse for mileage when the travel exceeds 50 miles round trip. Mileage will not be reimbursed for staff members traveling within 50 miles roundtrip in the ordinary conduct of their job duties. Only employees that receive a waiver for 50 miles can seek reimbursements less than 50 miles round trip.

Mileage will not be reimbursed for employees traveling to the Columbia office regardless of their home location more than 50 miles round trip.

Reimbursement for mileage will be allowed for the use of an employee's personal vehicle while on approved Institute business. The travel reimbursement rate is \$.545 per mile. The mileage rate may be reviewed yearly, and updates may be made when needed.

For employees attending a one day or multi-day conferences/workshops, mileage will not be reimbursed for driving from a hotel to the conference or travel to get meals.

Staff members who are required to work after 5:00 pm to attend a scheduled meeting at the Institute, visit schools to attend school board meetings and other school events after their regular work hours from 8:00 am to 5:00 pm, can seek reimbursements for an in-state per diem meal. The staff must provide the agenda/program or the meeting invitation along with the approval of the director and CEO to seek reimbursement. Federal funds will not be used for these expenses.

When possible, staff are expected to travel in a group when multiple members are traveling to the same destination.

The staff must use the "Enterprise Car Rental" service for any travel more than 130 miles round trip. Round trip calculation is per day. For example, a three-day conference in Myrtle Beach (300 miles round trip from Columbia) would not be eligible for car rental as the total distance traveled is less than 390 miles (130 miles per day x 3 days).

Enterprise Car Rental Information

ACCOUNT NUMBER: AQT440H
ACCOUNT: CHARTER INSTITUTE AT ERSKINE

If employee chooses to use the personal car for travel that is more than 130 miles round trip, the travel reimbursement rate is \$.27 per mile. The mileage rate may be reviewed yearly, and updates may be made when needed. If a staff have made attempt to reserve a rental car but a rental is not available, then the staff can claim mileage at the rate of \$.545 per mile. Documentation must be made on why a rental is unavailable.

Traveling Covered By Federal Funds

Staff members traveling on federal program projects will follow the same Institute mileage policy in addition to the below:

- If expenses will be paid by federal funds for lodging, the staff has to check the maximum funds that can be expended for lodging using the US General Services Administration website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Submit the GSA rates along with the Travel Authorization Form.

If the hotel/lodging is at the same place as the conference, seminar, or workshop, the total amount of the hotel/lodging will be reimbursed.

If the hotel/lodging is not at the place or not provided by the conference, seminar, or workshop, the staff has to indicate it on the Travel Authorization Form and get approved by the immediate supervisor.

Driving in Lieu of Airline Travel

When the most economical means of transportation is an airline flight and the employee elects to travel by personal vehicle, mileage reimbursement will not exceed the price of airfare for a round-trip coach ticket.

Family/Friends Accompanying Employee

If an employee will be accompanied by family or friends on an authorized business trip, only those expenses directly attributed to the employee may be reimbursed.

Documentation of Expenses

Employees must provide documentation for the following expenses:

- Program/Agenda of the meeting
- Pre-Authorization Form
- Institute Expense Reimbursement Form
 - Signed by the immediate supervisor
 - As applicable signed by respective federal programs contact
 - Signed by Institute Finance Director
- As applicable a travel map summary to show the number of miles
- Receipts
 - Hotel/Motel Receipt with “-0-“ balance
 - Registration receipt
 - Parking receipts
 - Boat or Train fare receipt
 - Air Transportation receipt
 - Toll receipts
 - Bus ticket
 - Taxi receipt

Prohibited Reimbursements

Employees will not be reimbursed for the following expenses:

- Entertainment Expenses (i.e. in-room movies)
- Alcoholic beverages
- Tobacco Products

CEO and Director Meals Reimbursement

The CEO and the Director are not subject to the restrictions of reimbursement for meals. The CEO and the Director shall receive actual expenses for meals.

Staff, excluding the Director and the CEO, will not be reimbursed, or pay for with Institute funds, meals for other Institute staff member(s) or outside agency staff member(s) and the like.

Staff Lunches and Dinners

To increase staff morale and retain highly skilled staff, the Institute may, at its expense, conduct quarterly lunch meetings. Only on rare circumstances and with proper judgment, will staff meet for dinner. These expenses will contain no cost for entertainment, alcohol, and tobacco. These reimbursements will not fall under the per-diem category. Federal funds will not be used for these expenses.

Institute Credit Card Usage During Travel

Allowable expenses that may be made with the Institute's Credit Card includes gas for the rental car, baggage fees, transportation, and preapproved transaction(s). Food, alcohol beverage, tobacco products, and luxury accommodations unnecessary or unjustified in the performance of the travel are not considered acceptable or allowable. All receipts for transactions made with the credit card during the travel must be submitted along with the expense reimbursement form with appropriate signatures to the Finance Office upon returning from the trip.

Staff Only Policy

Birthday Lunches and Reward Lunches, etc (optional staff participation)

- The Institute staff will develop a contribution method to celebrate team member birthdays or other celebratory events. State dollars shall not be used to pay for such meals or events.

Staff Reimbursement Process

- The employee is responsible to complete the Expense Reimbursement Form.
- The employee will submit the completed reimbursement form to the finance coordinator.
- The finance coordinator will verify the information on the form
- The finance coordinator will collect signatures on the verified expense reimbursement forms from the director and the CEO.
- The finance coordinator will submit the approved expense reimbursement form to the office of finance for final approval and payment.

CHARTER INSTITUTE AT ERSKINE							
Conference Expenses Pre-Authorization & Reconciliation Form							
(This form can be use for Conferences, Meeting, Training, Workshops, etc.)							
Employee Name					Date of Request		
Name of Conference /Workshop					Destination		
Source of Funds (General or Federal)							
PRE-AUTHORIZATION					RECONCILIATION		
	Travel Start	Meeting Start	Meeting End	Travel End	RECONCILIATION must be completed after travel and submitted to Finance Department with receipts		
Date							
Time							
ESTIMATED COSTS PER PERSON					ACTUAL COSTS		
Description			Cost	Method of Payment	Total Cost	Reimbursable to Employee	
AIRFARE				Institute Credit Card			
Airline Name:				Personal Card/Check			
VEHICLE				Rental Car			
Departure Location				Personal Vehicle			
Return Location			Estimated RT mileage ____@.545 per mile				
LODGING				Institute Credit Card			
Hotel Name:				Purchase Order			
Number of Rooms:				Personal Card/Check			
Number of Nights:							
Price per Room:							
REGISTRATION FEE				Institute Credit Card			
Number of Attendee:				Purchase Order			
Cost per Person:				Personal Card/Check			
PER-DIEM				Personal Card/Check			
# of Breakfast		Only claim the number of meals not included with the conference		Institute Credit Card			
# of Lunch							
# of Dinner							
Meals	Depart Before	Return After	IN-State	Out-of-state			
Breakfast	6:30 AM	11:00 AM	\$ 6.00	\$ 7.00			
Lunch	11:00 AM	1:30 PM	\$ 7.00	\$ 9.00			
Dinner	5:15 PM	8:30 PM	\$ 12.00	\$ 16.00			
TAXI, PARKING, TOLLS, GAS, MISC				Institute Credit Card			
Description				Personal Card/Check			
Description							
Description							
TOTAL EXPENSES FOR THIS TRIP			\$	-	\$	-	\$

APPROVAL SIGNATURES & DATE			
Employee:	Date	Coordinator of Finance:	Date
Immediate Supervisor:	Date	Finance Director:	Date
Federal Program Director (if applicable):	Date		
Director:	Date		
CEO:	Date		

CHARTER INSTITUTE AT ERSKINE

Expense Reimbursement Form

Employee Name		Date of Request	
School Name (if applicable)		Reason for Expense	
Mailing Address (for school employee)		Email Address	

Start Address (for mileage reimbursement)		End Address	
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Date Expense Was Incurred	From Address	To Address	Round Trip Mileage	Reimburse Amount	Parking/ Tolls	Registration Fees	Airfare	Auto Rental/ Taxi	Hotel	Meals (indicate # of meals)	Other Description	Other Amount	Total Expense Paid
				\$ -						B			\$0.00
										L			
										D			
				\$ -						B			\$0.00
										L			
										D			
				\$ -						B			\$0.00
										L			
										D			
				\$ -						B			\$0.00
										L			
										D			
				\$ -						B			\$0.00
										L			
										D			
Mileage Reimbursement Rate			0.545		*** Must submit receipts with request							Total	\$0.00

I hereby certify that all expenses were actual and necessary expenditures incurred while in the performance of Institute duties. By signing this document, I am also verifying that these expenses are not being reimbursed by any other entity.			Employee Signature		Meals	Depart Before	Return After	In-State	Out-Of-State
			Date		Breakfast	6:30 AM	11:00 AM	\$6.00	\$7.00
					Lunch	11:00 AM	1:30 PM	\$7.00	\$9.00
					Supper	5:15 PM	8:30 PM	\$12.00	\$16.00
					DAILY MAXIMUM ALLOWANCE			\$25.00	\$32.00
APPROVAL	Immediate Supervisor		CEO:						
		Date		Date					
	Federal Programs (if applicable):		Coordinator of Finance						
		Date		Date					
	Director:		Finance Director						
		Date		Date					