

**The Charter Institute at Erskine
School Training and Travel 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:

School 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 school mandatory meetings and trainings expenses must be prior approved by the Director and CEO.

PROCEDURE:

General Information

Upon approval of the Director and the CEO using the *School Training Pre-Authorization Form*, the Institute will reimburse travel for trainings/ mandatory meetings held at its Institute or location determined by the Institute as outlined below.

Lunch Per-Diem

The Institute staff will notify the schools about lunch arrangements along with the training information. This will allow schools to plan accordingly. There may be changes to the above process if lunch arrangements can be made by other sources like donors or vendors.

1. Half day trainings/mandatory meetings = no lunch provided by the Institute/ no lunch per diem
2. One day trainings/mandatory meetings = lunch provided by the Institute or lunch per diem (A lunch per diem will be issued only if lunch is not provided by the Institute.)
3. Multi-day trainings/mandatory meetings = no lunch provided by the Institute / no lunch per diem

Lodging

1. Hotels for one-day meetings will not be reimbursed
2. If the employee chooses to drive back to home and not stay at the hotel room for the multi-day trainings/mandatory meeting(s), mileage will be reimbursed from the school location to the Institute on the first day, and mileage will be reimbursed from the Institute to the school location on the last day.
 - a. As the school employee wishes to not stay overnight, the Institute will only reimburse mileage up to the GSA rate for lodging in Columbia, SC with the exemption of the first and last days of trainings/mandatory meetings.
 - b. Maximum mileage reimbursement will be the distance from the school address to Institute.

Mileage Reimbursement

1. The Institute will only reimburse the mileage of one car per school.
2. If the individual attending the training/mandatory meeting lives within 50 miles round trip from the Institute, then he/she will not receive mileage reimbursement
 - a. For an employee excluding the school leader(s) of a virtual school that lives greater than 50 miles to and from the Institute or the training location, the employee will qualify for mileage reimbursement.

- b. Virtual School leader(s) who have their central office in Columbia and is less than 50 miles round trip from the training location, will not be able to seek mileage reimbursement.
3. Multi-day trainings/mandatory meetings will be reimbursed for 1 round trip greater than 50 miles at the current mileage rate used by the Institute.
- a. For multi-day trainings/mandatory meetings, one hotel room per school will be reimbursed. The Institute team members will notify the schools if the Institute will be paying for the hotel room.
 - b. Mileage will be reimbursed from the school address to the Institute on the first day, and mileage will be reimbursed from the Institute to the school address on the last day. Maximum mileage reimbursement will be the distance from the school address to Institute.

Prohibited reimbursements include:

1. Entertainment Expenses (e.g. in room movies)
2. Alcoholic beverages
3. Tobacco Products
4. Parking and other unrelated expenses
5. Expenses incurred for schools to visit the Institute to attend meetings that are conducted to conduct the oversight duties will not be reimbursed. Example: school data presentations, compliance review meetings etc....
6. Schools requesting additional training or support and visit the Institute to seek one-on-one assistance will not be reimbursed for mileage or meals.

*Reimbursements are **only allowable** for school employees

Underline and text in bold for emphasis only.

Documentation of Expenses

Institute team members must provide documentation for the following expenses when seeking reimbursements for schools:

- Program/Agenda of the meeting
- School Training Pre-Authorization Form
- Institute Expense Reimbursement Request
 - Signed by the immediate supervisor
 - As applicable signed by respective Federal Programs contact
 - Reviewed by the Federal Programs Finance Coordinator
 - Signed by the Director and the CEO
 - Signed by Institute Finance Director
- As applicable a travel map summary to show the number of miles
- Receipts (Need prior approval from the Director and the CEO)
 - Hotel/Motel Receipt with “-0-“ balance
 - Registration receipt
 - Supplies list (Institute staff only)

Staff Reimbursement Process

- The staff member will complete the pre-authorization form.
- As applicable, the staff member will have the Federal Programs Director sign the *School Training Pre-Authorization Form*.
- The staff member will submit the completed form to the Finance Coordinator.
- The Finance Coordinator will verify the information on the form
- The Finance Coordinator will collect signatures on the verified form from the Director and the CEO.
- The Finance Coordinator will return the approved form to the staff member.

- The staff member notifies the school(s) about the training/mandatory meeting including the allowable reimbursements (lunch, mileage and hotel etc...)
- After the training/mandatory meeting, the staff member collects the *Expense Reimbursement Request* from the schools along with the documentation required.
- The staff member is responsible to conduct the initial verification of the *Expense Reimbursement Request*.
- As applicable, the staff member will have the Federal Programs Director sign the *Expense Reimbursement Request*.
- The employee will submit the completed *Expense Reimbursement Request* 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 Request* 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.

**The Charter Institute at Erskine
School Meetings and Trainings Pre-Authorization Form**

OFFICE OF RESPONSIBILITY: Finance

EFFECTIVE DATE: 07/01/2018

Name of the Employee: Click or tap here to enter text.

Date of Request: Click or tap to enter a date.

Name of the Conference/Workshop: Click or tap here to enter text.

Purpose of the Conference/Workshop: Click or tap here to enter text.

Date of the Conference/Workshop: Click or tap here to enter text.

Date(s) and Time(s) for the Conference/Workshop: Click or tap here to enter text.

Single day Multi-day

Total number of estimated attendees: Click or tap here to enter text.

Type of attendees (school leaders, special education coordinators etc...):

Click or tap here to enter text.

Potential costs will include:

Items	Estimated cost	Donation/Vendor	Federal Funds
Travel		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Meals		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lodging		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Registration		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supplies		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Presenter		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training Room		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employee Signature and Date	
Supervisor Signature and Date	
Federal Programs Director Signature and Date (If applicable)	
Finance Coordinator Signature and Date	
Director Signature and Date	
CEO Signature and Date	
Office of Finance Signature and Date	