



# Accounts Payable

Business Travel and Expense

# BUSINESS TRAVEL AND EXPENSE

## *Revision History*

<b>Editor / Date</b>	<b>Section(s)</b>	<b>Description of Change</b>
Cullen Spencer / 11.2.18	Meal Reimbursements	Added language re: dietary restrictions
Cullen Spencer / 11.2.18	Meal Reimbursements, Review Checklist	Clarified meal reimbursement itinerary times for return trip
Cullen Spencer / 11.2.18	Parking Reimbursements, Ineligible Costs	Revised policy re: reimbursement for taxi/public transportation to/from local airport in lieu of parking
Derrek Blair /11.5.18	General Lodging	Added Credit Card Authorization paragraph
Cullen Spencer / 12.4.18	Ineligible Costs, Review Checklist #7	Changed "Mileage" to "Commutes"
Cullen Spencer / 12.4.18	Various	Replaced "Claim Voucher" with "Concur Payment Request" where necessary
Cullen Spencer / 4.30.19	Various	Replaced "Concur Payment Request" with "Concur Invoice" where necessary
Cullen Spencer / 7.22.19	Review Checklist	Added bullet list of required elements for conference agenda
Cullen Spencer / 8.07.19	Arranging Travel	Clarified language re: bookings outside of Concur
Cullen Spencer / 9.17.19	Mileage Reimbursement	Added note to clarify definition of a commute and the RCSD's policy regarding reimbursement of commutes
Cullen Spencer / 11.27.19	Meals – Within District	Removed entire section related to Meals – Within District as it is not related to travel.

# BUSINESS TRAVEL AND EXPENSE

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# **BUSINESS TRAVEL AND EXPENSE**

## **GENERAL GUIDELINES**

### **Purpose**

The purpose of this section is to establish uniform procedures and guidelines for District travel and reimbursement of allowable travel expenses incurred by District employees on District business.

### **Travel Requirements**

Travel arrangements should be made following these guidelines in the most efficient cost effective manner possible. It is the responsibility of the authorized approvers to review expenses to ensure that they are reasonable, and funds have been used in an appropriate manner.

### **Required Approvals**

- All out of district general operating fund (“A” fund) travel must be pre-approved by a Rochester City School District Superintendent.
- All District travel expenses must be approved by the traveler’s department manager.
- All Grant funded travel expenses must be approved by the applicable grant manager.

### **Authorized Travel Agency**

The District utilizes a state contract for preferential rates on travel services with Direct Travel - Child Albany Travel. All commercial travel arrangements should be made through this agency using the online Concur travel software.

The Concur travel software can be accessed at: <https://www.concursolutions.com>. The log in ID will be the employee’s District email, and the default password will be welcome. If an employee is unable to log into Concur, they must request Concur access by emailing their full name, address, phone number, and employee ID to PurchasingDept@rcsdk12.org.

Concur Support Helpdesk can be contacted by telephone at (866) 793-4040. Concur phone support is available 24 hours a day, 7 days a week, 365 days a year. Chat with Live Support through Concur Help Menu at: <https://www.concursolutions.com> Monday through Friday 10:00 am - 4:00 pm Eastern Standard Time (EST). To get to chat, users must click on the Contact Support option within the Help menu of your Concur Program and then "Chat with support."

Child Albany Travel can be contacted by telephone at (800) 245-8459 or by email at [cttravel@dt.com](mailto:cttravel@dt.com). Normal business hours are Monday through Friday 8:30 am - 3:00 pm Eastern Standard Time (EST). Travelers that require after-hours service should call (800) 245-8459, and press 8 to be automatically connected to the after-hours emergency service provider.

### **Required Documentation of Expenses**

Any business related travel expenses must be substantiated with detailed receipts, invoices, and any other required documentation to support travel costs incurred. It is the responsibility of the traveler to review this documentation to ensure compliance with District policy. This documentation must be submitted with an expense report via the online Concur Travel software.

It is the employee’s responsibility to retain all supporting documentation to be included with their Concur business expense report. The required documentation must include a copy of the registration form and/or agenda that provides detail on the content of the conference (i.e. dates, location, cost, and meals included).

## Noncompliance

The District will deny expenditures which do not comply with District policy. Unreasonable, exorbitant, improper, or unsubstantiated charges will be denied.

## Ineligible Costs

Non-reimbursable expenses include, but are not limited to the following:

- ☞ Alcoholic beverages
- ☞ Tobacco products
- ☞ Travel services (laundry, valet, etc.)
- ☞ Fines, tickets, violations, etc.
- ☞ Meals included in conference fee
- ☞ Sales tax on NYS hotels
- ☞ Hotels within 60 miles of Rochester
- ☞ Commutes to/from home or office to/from local airport (Taxi or public transportation fares to/from airport are reimbursable)
- ☞ Travel to/from home or office on scheduled work days
- ☞ Meals for travel within Monroe County
- ☞ Entertainment (in-room movies, event tickets, etc.)
- ☞ Conference sponsored social events
- ☞ Travel expenses for travelers who were not pre-authorized
- ☞ Fuel charges for rental cars not refueled prior to return as per contract

## Fraud

An employee, who knowingly misrepresents the facts concerning travel for official District business, submits or approves any travel requests or reports which contain deliberate false statements given with intent to defraud the District, may be subject to disciplinary action, including the possibility of termination and criminal prosecution.

## TRAVEL AND EXPENSE REIMBURSEMENTS

### Requesting Travel

Prior to making any travel arrangements, the traveler must request the department manager's approval to appropriate the needed funds, and a travel budget code must be created and available for use.

A Concur Invoice must be submitted when requesting prepayment of any travel registration fees. Concur Invoices must be submitted to Accounts Payable no later than 15 business days prior to the registration deadline.

It is the employee's responsibility to retain all registration supporting documentation to be included with their Concur business expense report. The registration documentation must include a copy of the registration form and/or agenda that provides detail on the content of the conference (i.e. dates, location, cost, and meals included).

### Arranging Travel

Travel reservations should be made at least three weeks prior to travel to minimize travel costs. Concur booked reservations are electronically routed for District management approvals. Due to the nature of the travel industry, reservations can only be held for 24 hours. If a reservation is not approved within the 24 hour deadline it will be cancelled. The traveler will receive an email notification of any cancellations.

All commercial travel transportation and hotel reservations should be made through the District's authorized Travel Agency using the online Concur travel software. The Concur travel software can be accessed at: [www.concursolutions.com](http://www.concursolutions.com). The log in ID will be the employee's District email, and the

default password will be welcome. If an employee is unable to log into Concur, they must email their full name, address, phone number, and employee ID to PurchasingDept@rcsdk12.org. This information is required to ensure that they are properly set up or reactivated as an employee in the District's vendor file. Purchasing will respond with a confirmation email once this has been completed, and the employee will have access to Concur one business day after being set up or reactivated. The District's travel administrator can be contacted at (585) 262-8431 for all other log in issues.

To obtain any special discounts for airfares or hotel reservations in conjunction with an event, travelers must advise the reservation agent by noting the expected conference discounted rates and the name of the conference attending in the "Agent Notes" section within the Concur Travel software.

Occasionally, circumstances will arise which prohibit booking transportation and/or hotel using the Concur reservation process. In this case, travelers are required to: obtain the appropriate pre-approval needed to proceed with the trip, make their own travel arrangements, pay for all travel costs, and submit a Business Expense Report using the online Concur travel software within 15 days of travel completion.

### **Trip Cancellations**

If reservations need to be canceled, the traveler must contact Child Albany Travel as soon as possible. Child Albany Travel can be contacted by telephone at (800) 245-8459 or by email at ctttravel@dt.com. Normal business hours are Monday through Friday 8:30 am - 3:00 pm Eastern Standard Time (EST). Travelers that require after-hours service should call (800) 245-8459, and press 8 to be automatically connected to the after-hours emergency service provider. *It is the employee's responsibility to submit a Concur Travel Expense Report for any expenses charged to the district within 15 days of the cancellation.*

### **Travel Reimbursements and Expense Reports**

At the conclusion of travel, a complete and approved Business Expense Report, along with all the required documentation of expenses, must be submitted to the Accounts Payable department via the Concur travel software. The Concur travel software can be accessed at: [www.concursolutions.com](http://www.concursolutions.com). The log in ID will be the employee's District email, and the default password will be welcome. If an employee is unable to log into Concur, they must email their full name, address, phone number, and employee ID to PurchasingDept@rcsdk12.org. This information is required to ensure that they are properly set up or reactivated as an employee in the District's vendor file. Purchasing will respond with a confirmation email once this has been completed, and the employee will have access to Concur one business day after being set up or reactivated. The District's travel administrator can be contacted at (585) 262-8431 for all other log in issues.

It is the employee's responsibility to review and ensure that all business expenses incurred are substantiated and approved via the Concur travel software workflow within 30 days of the completion of travel. Once a traveler submits an Expense Report for approval in the Concur travel software, it is electronically routed to the appropriate managers for their required review and approval. The traveler will be notified by email of any Concur workflow status updates.

Employee reimbursement checks for travel related expenses are generated by the Accounts Payable department upon receipt of a complete and approved Business Expense Report via the Concur travel software. Checks will be mailed to the employee's address of record in the District's vendor file which is maintained by the Purchasing department. It is the responsibility of the employee to ensure that the Purchasing department has the most up to date information (i.e. employee name, address, employee ID number). Employees may contact the Accounts Payable department at (585) 262-8431 with all other reimbursement questions or concerns.

## **Union Paid Travel and Professional Development Funds**

All requests for RTA, RAP, BENTE or ASAR travel/professional development funds should be submitted by the requester to their respective Union once supervisor approval for travel has been obtained. Expenses reimbursed using Union funds should not be entered into Concur.

## **Non-Employee District Travel**

All non-employee travel arrangements and reimbursements must be submitted to the District's travel administrator on a Concur Invoice. Pre-payment requests must be submitted 15 days prior to travel.

## **HOTELS**

### **General Lodging**

All lodging should be booked through the District's designated travel agency via the Concur Travel software. Once a traveler submits a hotel reservation for approval in the Concur travel software, it is automatically routed to the appropriate managers for their required review and approval. All employees are required to provide an itemized receipt for their hotel stay. This receipt must include the traveler's name, itemized charges, dates of stay, and should be included as a file attachment with a Concur business expense report.

Credit Card Authorization will be faxed to hotels that are booked and approved through the Concur hotel reservation process. This fax will be processed 3 to 10 days prior to check in. The hotel industry is not standardized and some hotels may not accept payments from the District's third party credit card. If there is a payment issue upon check-in, you must present your own credit card, expense the hotel stay, and request reimbursement via a Concur expense report.

- Do not make hotel reservations unless you are prepared and able to expense the stay on your own.
- Credit Card Authorization will be faxed to hotels 3 to 10 days prior to check in.
- If there is a payment issue, you must present your own credit card and expense the hotel stay.

### **New York State Hotels**

New York State Hotels are tax exempt. It is the traveler's responsibility to ensure that the district is not charged tax. The traveler must fax or email a completed tax exemption certificate to the hotel prior to your trip, take a copy of the tax exempt certificate with you, and confirm tax exemption upon checkout. Expense Reports containing hotel bills with NYS sales tax included will be returned to the traveler for resolution.

### **Conference Lodging**

If lodging is included as part of the conference registration, employees should not book lodging through the District's designated travel agency via the Concur Travel software. Registration payment including hotel charges may be processed using a Concur Invoice. Concur Invoices must be submitted to Accounts Payable no later than 15 business days prior to the registration deadline.

It is the employee's responsibility to retain all supporting registration documentation to be included with their Concur business expense report. The registration documentation must include a copy of the registration form and/or agenda that provides detail on the content of the conference (i.e. dates, location, cost, and meals included).

To obtain any special discounts for hotel reservations in conjunction with an event, travelers must advise the reservation agent by noting the expected conference discounted rates and the name of the conference attending in the "Agent Notes" section within the Concur Travel software.

## **TRANSPORTATION**

### **Aircraft, Bus, or Train**

All transportation should be booked through the District's designated travel agency via the Concur Travel software. Expenses for travel on commercial aircraft, bus, or train, shall be at coach, economy, or excursion rates. Under no circumstances is an employee authorized to travel using private aircraft while on District business. Once a traveler submits a transportation reservation for approval in the Concur travel software, it is automatically routed to the appropriate managers for their required review and approval.

### **Automobile Rental**

All rental car reservations should be booked through the District's designated travel agency via the Concur Travel software. Once a traveler submits a rental car reservation for approval in the Concur travel software, it is automatically routed to the appropriate managers for their required review and approval.

*Automobile liability insurance is covered by the District's insurer and should not be accepted when renting a vehicle. Collision coverage should be accepted when offered.*

All employees are required to provide an itemized receipt for their car rental. This receipt must include the traveler's name, itemized charges, and should be included as a file attachment with a Concur business expense report. Automobile rental will be reimbursed if it is more cost effective mode of transportation, or when alternative forms of transportation are not available. Reimbursement shall be at the best rate available for mid-size model. When three or more employees are together, a full size vehicle may be rented if necessary. Under no circumstances is an employee authorized to rent premium or luxury vehicles for District business.

Vehicles must be refueled before they are returned to the rental agency to avoid fuel surcharges. Due to the excessive cost of gasoline charged by rental agencies, fuel charges that appear on the rental receipts will not be reimbursed by the District. It is the traveler's responsibility to fill up the tank before dropping off the rental car and submit the gasoline receipts for reimbursement.

Parking fines, speeding tickets, or other traffic violations incurred while driving a rented vehicle will not be reimbursed. Accidents involving a rented vehicle used for District business should be reported by the traveler to the Legal department in writing within 3 business days of the accident.

### **Private Automobiles**

Reimbursement for use of a private automobile shall be for actual mileage, tolls, and parking. Toll and parking receipts are required to receive reimbursement with the exception of metered parking. EZ-Pass statements are acceptable toll receipts. When more than one employee is traveling by automobile to the same destination, carpooling should be considered. Parking fines, speeding tickets, or other traffic violations incurred while driving a private vehicle on District business will not be reimbursed.

### **Mileage Reimbursement**

Public funds may be used for reimbursement of mileage expenses when District employees and other authorized individuals use their own personal vehicle for approved, official business travel. The mileage rate for reimbursement is established by Internal Revenue Service (IRS) guidelines and is updated annually on January 1 ([www.irs.gov](http://www.irs.gov)). The established IRS mileage rate is programed in the Concur travel software. All employees are required to submit a Concur travel software expense report utilizing the mileage calculator for reimbursement of any mileage.

Any requests for reimbursement of mileage within Monroe County must be charged to an in-district travel budget (account #5424). All requests for reimbursement of mileage within Monroe County should be submitted on a monthly basis. *In-district mileage reimbursements submitted for a school/fiscal year will not be accepted after July 31<sup>st</sup> immediately following the fiscal year for which reimbursement is*



*requested.* Any requests for reimbursement of mileage where the destination is outside of Monroe County must be charged to an out-of-district travel budget (account #5425).

- **NOTE:** The Rochester City School District’s reimbursement allowance for mileage ***does not*** include commutes. A commute is the regular work day ***travel between one’s home and place of work.***

**Parking Reimbursement**

Public funds may be used for reimbursement of parking expenses when District employees and other authorized individuals use their own personal vehicle for approved, official business travel.

Any requests for reimbursement of parking within Monroe County must be charged to an in-district travel budget (account #5424), outside of Monroe County must be charged to an out of-district travel budget (account #5425). All requests for reimbursement of parking within Monroe County should be submitted on a monthly basis via the Concur travel software. Parking fees require a receipt for reimbursement with the exception of metered parking. Taxi, ride-sharing services, or public transportation to/from the local airport can be reimbursed in lieu of airport parking when traveling outside the District. *In-district parking reimbursements submitted for a school/fiscal year will not be accepted after July 31<sup>st</sup> immediately following the fiscal year for which reimbursement is requested.*

Non-reimbursable expenses include, but are not limited to the following:

- ☞ Travel to/from home/office on scheduled work days
- ☞ In-district mileage and parking submitted after July 31<sup>st</sup> for prior school/fiscal year travel
- ☞ Mileage to/from home/office to/from airport (In-District taxi or public transportation fares are reimbursable to/from airport ONLY)
- ☞ Parking fines, speeding tickets, traffic violations, etc.

**MEALS**

**Meal Reimbursements – Outside of Monroe County**

A District employee traveling outside of Monroe County on official business for an extended period of time will be reimbursed using the per diem method for meals. No reimbursement shall be made for meals (i.e. breakfast, including continental breakfast, lunch, or dinner) if they are included as part of the conference and/or conference registration fee (Exception: Employees with dietary restrictions which prohibit them from eating complimentary meals at a conference can be reimbursed at the standard per diem rate). The District will deny requests for meal reimbursements that do not comply with District policy.

The District will reimburse the cost of meals up to \$41 a day, including gratuities. Receipts are not required for submission for meal reimbursement using the per diem method. Meal reimbursements must be substantiated by travel itinerary times in accordance with the schedule below.

<u>Travel Begins (Departure Time):</u>	<u>Meal Allowance:</u>
• Prior to 8:00 a.m.:	\$ 7 Breakfast
• Prior to 2:00 p.m.:	\$ 11 Lunch
• Prior to 6:00 p.m.:	<u>\$ 23</u> Dinner
	\$ 41 Total

**Travel Ends (Return Time):**

•	Prior to 8:00 a.m.:	\$ 0
•	Prior to 12:00 noon:	\$ 7 Breakfast
•	Prior to 6:00 p.m.:	\$ 11 Lunch
•	After 6:00 p.m.:	<u>\$ 23</u> Dinner
		\$ 41 Total

## Food Purchases

### “DO”

- ☞ *Do* encourage donors and individuals to purchase food directly, whenever possible.
- ☞ *Do* utilize the District’s Food Service Department and curriculum programs (i.e. Cafes) to provide refreshments whenever possible.
- ☞ *Do* utilize PTAs/PTOs, booster clubs and SAF/EAA clubs to provide snacks and meals for students before/during extracurricular activities or to provide meals for official award ceremonies outside of school hours, such as Athletic Banquets.

### “DON’T”

- ☞ *Don’t* issue blanket orders (i.e. Wegmans, Salvatores) for purchases of food, with the exception of culinary arts programs or as specified in a grant or by a donor.
- ☞ *Don’t* use funds from A 1300 subclass (School Based Planning) to purchase food – A 1300 funds may be used to support extracurricular clubs through the payment of contractually negotiated stipends or materials and supplies for the club that can be purchased in accordance with normal District purchasing policies.
- ☞ *Don’t* use donations/trusts to make food purchases, unless the donor specifically states in writing that the funds are intended for this specific purpose at the time the donation is made. Have the donor purchase the food directly, whenever possible.

**Review Checklist for Employee Out-of-District Travel**

**1. Travel Pre-Approval & Authorized Travel Agency**

All commercial travel arrangements should be made through the Concur travel software. If there are any Airfare, Hotel, or Train expenses, the report should include an approved request for travel.

Any Airfare, Hotel, or Train expenses with the payment type Travel/Hotel Card Paid must have a request attached. If there is no request, the traveler needs to provide proof that the charges were made directly with Child Albany Travel.

If there are no approved requests to travel and no charges were made directly with Child Albany Travel, any Airfare, Hotel, or Train expenses payment type(s) should be Employee or Company Paid, and the traveler must include a reasonable explanation as to why arrangements were not pre-approved and/or made with Concur. Company Paid expenses must include the name of the company that paid. This must be substantiated by the receipt.

**2. Required Documentation of Expenses**

Any business related travel expenses must be substantiated with detailed receipts, invoices, and any other required documentation to support travel costs incurred. Receipts and/or Hotel bills must match the expense they are attached to (transaction date, amount, vendor, city of purchase, etc...).

- ☞ Hotels – Itemized folio from the hotel
- ☞ Rental car – Itemized receipt from the rental agency
- ☞ Registration reimbursements – Registration form listing the cost
- ☞ Airfare – Receipt from the Airline
- ☞ Taxi – Receipt from taxi
- ☞ Meal reimbursements when attending a Conference – Conference agenda/registration

**3. Registration/Agenda information**

Reports must include a copy of the registration and/or agenda that provides detail on the content of conferences to verify cost (if the report includes registration expenses) and meals included (if the report includes meal expenses).

A valid agenda/registration must include the following elements:

- ☞ Date/time of event
- ☞ Location of event
- ☞ Name of event

**NOTE:** In the event an employee cannot locate an appropriate agenda, the department manager must provide one (manually-typed documents are acceptable in the absence of an official document).

**4. Meals**

No reimbursement shall be made for meals (i.e. breakfast, including continental breakfast, lunch, or dinner) if they are included as part of the conference registration and/or do not fall in line with the agenda travel itinerary time per diem guidelines.

<b><u>Travel Begins (Departure Time):</u></b>	<b><u>Meal Allowance:</u></b>
• Prior to 8:00 a.m.:	\$ 7 Breakfast
• Prior to 2:00 p.m.:	\$ 11 Lunch
• Prior to 6:00 p.m.:	<u>\$ 23</u> Dinner
	\$ 41 Total
<b><u>Travel Ends (Return Time):</u></b>	
• Prior to 8:00 a.m.:	\$ 0
• Prior to 12:00 noon:	\$ 7 Breakfast
• Prior to 6:00 p.m.:	\$ 11 Lunch
• After 6:00 p.m.:	<u>\$ 23</u> Dinner
	\$ 41 Total

**5. New York State Hotels**

New York State Hotels are tax exempt. It is the traveler’s responsibility to ensure that the district is not charged tax.

## 6. Automobile Rental

Automobile rental will be reimbursed if it is more cost effective mode of transportation, or when alternative forms of transportation are not available. Reimbursement shall be at the best rate available for mid-size model. When three or more employees are together, a full size vehicle may be rented if necessary.

Vehicles must be refueled before they are returned to the rental agency to avoid fuel surcharges. Fuel charges that appear on the rental receipts will not be reimbursed by the District. It is the traveler's responsibility to fill up the tank before dropping off the rental car and submit the gasoline receipts for reimbursement.

## 7. Ineligible Costs

Non-reimbursable expenses include, but are not limited to the following.

- ☞ Alcoholic beverages
- ☞ Travel services (laundry, valet, etc.)
- ☞ Hotels within 60 miles of Rochester
- ☞ Travel to/from home or office on regular work days
- ☞ Entertainment (in-room movies, event tickets, etc.)
- ☞ Tobacco products
- ☞ Fines, tickets, violations, etc.
- ☞ Commutes to/from home or office to/from local airport
- ☞ Meals for travel within Monroe County
- ☞ Conference sponsored social events