

A top-down view of a person's hands holding a white mug over a desk. The desk is covered with a map of Sweden and Stockholm, a laptop, a notebook, and a pen. The person is wearing a dark red sweater. The map shows the Stockholm region with various roads and landmarks. The laptop is open on the left side of the desk. The notebook is open on the right side of the desk, with handwritten text visible. A pen is lying on the desk near the top right corner. The overall scene suggests a workspace for travel planning or research.

# Travel & Expense

# MANUAL



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# OVERVIEW



It is the policy of Excel Academy Charter School to reimburse staff for reasonable and necessary expenses incurred during approved work-related travel. Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken. Business travel policies are aligned with company reimbursement rules. All business-related travel paid with Excel Academy Charter School funds must comply with school expenditure policies.

## AUTHORIZATION & RESPONSIBILITY >

Staff travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements, if it has not already been made for them. Within 30 days of completion of a trip, the traveler must submit for travel reimbursement via Paycom self service portal.

An individual may not approve his or her own travel or reimbursement; a supervisor will be assigned for online approval via Paycom self service portal. Travel reimbursement form must be approved by the Executive Director or the Director of Business Services (for travel over \$5,000) or by the business manager (for travel over \$1,000).

Travel and reimbursement for members of the management team must be approved by the Executive Director and will be reviewed annually by the internal audit.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

## PERSONAL FUNDS

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. Excel Academy Charter School reserves the right to deny reimbursement of travel-related expenses for failure to comply with applicable policies and procedures.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.



## VACATION IN CONJUNCTION WITH BUSINESS TRAVEL >

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the expense management submission. Excel Academy Charter School will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be reimbursed.

## EXCEPTIONS >

Occasionally, it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the supervisor and Executive Director.

Exceptions related to the Executive Director's or the Director of Business Services must be submitted for approval to the opposite person or to the treasurer of the board for approval. In most instances, the expected turnaround time for review and approval is five business days.





# TRAVEL EXPENSES / PROCEDURES



## GENERAL INFORMATION >

**A**uthorized business travel for staff that includes prepayments must be pre-approved and generally pre-booked by the designated Excel staff member. This includes lodging, airfare and car rental. Reimbursement of parking, meals, mileage, gasoline in lieu of mileage and ferry or bus passes do not require pre-approval requests and can be submitted up to (30) days after the trip.

## PERMISSIBLE PREPAID TRAVEL EXPENSES

**Before the travel, Excel Academy Charter School may issue prepayments for airfare, rail transportation, rental vehicles, conference registration fees and cash advances. Applicable policies and methods of payments for these prepayments follow:**

### • AIRFARE

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare may be prepaid by the Excel business office.

Flights should be booked at least 30 days in advance to avoid premium airfare pricing.

Coach class or economy tickets must be purchased for domestic or international flights with flight time totaling less than five consecutive hours excluding layovers.

A less-than-first-class ticket (i.e. business class) may be purchased at Excel Academy Charter School's discretion for domestic or international flights with flight time exceeding five consecutive hours excluding layovers.

Airfare may be purchased with a credit card or check through the Excel business office with a request on requisition form.

# PERMISSIBLE PREPAID TRAVEL EXPENSES CONTINUED

- **RAIL TRANSPORTATION**

Excel Academy Charter School will prepay rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

- **RENTAL VEHICLES**

Excel Academy Charter School will pay for approved use of a rental vehicle. See the section on reimbursements below in this section.



- **CONFERENCE REGISTRATION FEES**

Conference registration fees can be prepaid with a credit card or check through the Excel business office with submission of a requisition form. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the traveler's per diem allowance. For example: if a sponsored meal is available staff cannot submit per diem expense reimbursement requests for dining elsewhere.

- **TRAVEL ADVANCES**

Cash advances are authorized for specific situations that might cause undue financial hardship for business travelers. These situations are limited to staff traveling on behalf of Excel Academy Charter School. A maximum of 80 percent of the total estimated cost can be advanced, and must be pre-approved 30 days prior to the day of the trip.

Expenses associated with the travel must be reconciled and substantiated within two weeks of the return date. The traveler must repay Excel Academy Charter School for any advances in excess of the approved reimbursable expenses. The department initiating the travel is responsible for notifying the business office to deposit any excess funds into the appropriate departmental account.

Travel advances are processed by submitting a completed requisition form to the business office. Reimbursement for any remaining expenses is processed through Paycom self service portal and approved by the designated approval authority.





# REIMBURSEMENTS



**R** equests for reimbursements of travel-related expenses are submitted via employee Paycom self service portal.

Submissions must be made within two weeks after the trip is completed. Travel Reimbursement forms not submitted within this time frame require exception approval from the Executive Director or from the Director of Business Services.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by Excel Academy Charter School are shown below:

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- **AIRFARE**

If the airfare was not prepaid by the business office, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

- **RAIL TRANSPORTATION**

If rail transportation was not prepaid by the business office, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

- **AUTOMOBILE (PERSONALLY OWNED - DOMESTIC TRAVEL)**

A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Reimbursement for use of a personal automobile is based on the IRS mileage rate.

Paycom self service portal expense submission is required for reimbursement of all mileage expenses. Travelers may opt to request reimbursement for actual gasoline expenses in lieu of the IRS mileage rate.

- **AUTOMOBILE (RENTAL—DOMESTIC TRAVEL)**

Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required.

## • **AUTOMOBILE (RENTAL—DOMESTIC TRAVEL) CONT.**

Excel Academy Charter School authorizes reimbursement for the most economic vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

When vehicle rentals are necessary, Excel Academy Charter School encourages travelers to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. Excel Academy Charter School will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Parking fees, tolls and other incidental costs associated with the vehicle use are not covered by the rental agreement but will be reimbursed through Paycom expense submission.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

## • **CONFERENCE REGISTRATION FEES**

If the conference fee was not prepaid, Excel Academy Charter School will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a canceled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

Entertainment activities such as golf outings and sightseeing tours will not be reimbursed if not hosted and sponsored by the school.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.



## • **LODGING (COMMERCIAL)**

The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler's home or primary worksite.

Exceptions to this restriction may be approved in writing by the Executive Director.

Excel Academy Charter School will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

Only single room rates are authorized for payment or reimbursement unless the second party is representing the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.



- **MEALS (PER DIEM)**

Excel Academy Charter School per diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location. In addition to meals these rates include incidental expenses such as laundry, dry cleaning and service tips (e.g., housekeeping or porter tips). Incidental expenses, unless specifically cited in this policy, will not be reimbursed. Staff is urged to use personal methods of payments for incidentals and not charge items to lodging.

Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.

If a free meal is included in a conference registration fee and sponsored by the school or host, built into the standard, single hotel room rate or replaced by a legitimate business meal, the per diem allowance for that meal may not be claimed.

Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed via Paycom self service portal.

- **BUSINESS MEALS**

Travelers are required to follow Excel Academy Charter School expenditure policies when requesting reimbursement for business meals. Original itemized receipts are required. Food and non-alcoholic beverages ONLY can be claimed. Per diem meals include expense of no more than \$105 per day, inclusive of tax and gratuity:



**Breakfast = \$25 (inclusive of tax and gratuity)**  
**Lunch = \$35 (inclusive of tax and gratuity)**  
**Dinner = \$45 (inclusive of tax and gratuity)**

Employees will be responsible for any overages that exceed the per diem amounts.

- **BUSINESS EXPENSES**

Business expenses, including faxes, photocopies, Internet charges, data ports, airline WiFi, and business telephone calls incurred while on travel status, can be reimbursed. Original itemized receipts are required.

- **PARKING**

Original receipts are required for parking fees (including airport parking).The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

- **TELEPHONE CALLS**

The costs of personal telephone calls are the responsibility of the individual.

- **TOLLS**

Original receipts are required for tolls.

- **MISCELLANEOUS TRANSPORTATION**

Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation.



## • VISA, PASSPORT FEES, AND IMMUNIZATIONS

If these items are required for international travel, their reimbursement is left to the discretion of your supervisor. If approved by the designated authority, original itemized receipts are required.



## • NON-REIMBURSABLE TRAVEL EXPENSES

The following items that may be associated with business travel will not be reimbursed by Excel Academy Charter School:

- Airline club memberships.
- Airline upgrades.
- Business class for domestic flights or first class for all flights.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion unless company sponsored cancellation.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Alcoholic beverages.
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to business travel.

## • TRAVEL FOR NON-EMPLOYEES

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide company purpose for engaging in the travel or attending the event. Such travel is generally limited to Executive Administration and should occur infrequently.





# REQUIRED ANNUAL TRAVEL FOR ADMINISTRATIVE STAFF :

- ALL EXECUTIVE DIRECTORS
- ALL DIRECTORS
- APPLICABLE ASSISTANT DIRECTORS

## **A+PLUS+ NETWORKING CONFERENCE: OCTOBER**

(ALTERNATES NOR CAL AND SO CAL) IN 23/24 WILL BE NOR CAL.

## **CCSA: MARCH**

(ALTERNATES NOR CAL AND SO CAL) IN 23/24 WILL BE SO CAL .

## **CSDC: NOVEMBER OR EARLY DECEMBER**

(ALTERNATES NOR CAL AND SO CAL) IN 23/24 WILL BE SO CAL .

## **ADMIN SUMMIT: JANUARY**

## **SELPA MEETINGS: 4 MEETINGS PER YEAR**

HEIDI AND LARA ULMER(2 MEETINGS A YEAR) OR HEIDI AND LARRY ALVARADO(2 MEETINGS)



As Administrative representation is important at local and state industry conferences, we ask all Administrative staff to make a commitment to attending the required events. We ask that staff are in attendance the duration of the event and complete any sessions assigned by the Executive Director.

Written request must be submitted 30 days prior to, or at earliest notice, to the Executive Director that Administrative staff is unable to attend mandatory conference events.

Staff unable to attend events for non-business related purposes must complete submission of the appropriate alternative time management request via Paycom self service portal.