

## CMSD Business Travel and Expense Reimbursement Guideline

This Guideline is designed to provide clarity regarding the policies and processes associated with business travel and expense reimbursement. Reasonable travel and non-travel-related expenses incurred by CMSD employees as part of their official duties may be paid or reimbursed by the District, subject to the terms outlined in this Guideline, which was developed in accordance with IRS Publication 15 (Employer's Travel Guide) and CMSD Board of Education Policies.

Within this Guideline, "business travel" refers to all authorized travel related to official employee duties occurring outside of CMSD facilities and likely to incur expenses. "Events" refer to all authorized activities including conferences, workshops, seminars, formal meetings, training, and any other similar professional development events. "Events" includes out-of-town travel, as well as those occurring within the Cleveland metropolitan area.

The Guideline is organized into the following sections:

1. Employee Reimbursement Setup
2. Business Travel
  - a. Before the Trip
  - b. After the Trip
3. Other Expense Reimbursement
  - a. Mileage Reimbursement
4. Additional Guidance

### 1. Employee Reimbursement Setup

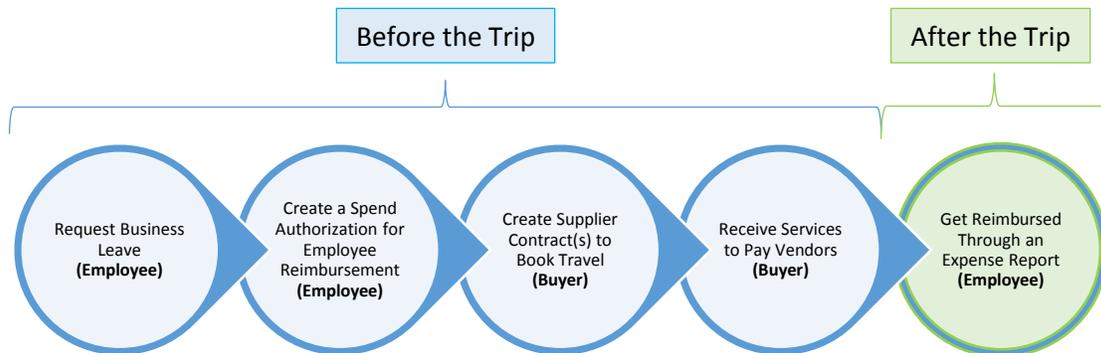
Employees must setup a Payment Election for Expenses in Workday in order to be reimbursed. This was done automatically for employees who were present in Workday prior to July 1, 2017.

Employees who join CMSD after July 1, 2017 will have to add a Payment Election for Expenses in order to create Spend Authorizations or Expense Reports in Workday.

*Workday Job Aid: [Add or Edit Payment Election](#)*

## 2. Business Travel

The following sections document the steps required to request business leave, procure travel services, and get reimbursed for eligible expenses.



### a. Before the Trip

The following steps related to employee business travel and should be completed by the employee or the employee's buyer 4-6 weeks prior to the business leave.

- Step 1:** Each employee must enter and submit a business leave request through Workday.
- Step 2:** Each employee must create a Spend Authorization in Workday, if they plan to pay for any out-of-pocket expenses (e.g., per diem meals, tolls, etc.) for the business leave.
- Step 3:** An employee's buyer must create a Supplier Contract in Workday for all CMSD-paid expenses (e.g., airfare, hotel, registration, etc.) for the business leave.
- Step 4:** The employee's buyer must create a Receipt in Workday for the expenses associated with the Supplier Contract.

#### **Step 1: Employee Approval for Business Travel**

Employees create and submit a Time Off Request – Business Leave in Workday, and it must be approved by their manager prior to purchasing services associated with the business travel. When possible, this should be done 4-6 weeks before traveling. Employees request approval from their manager through the **Time Off** worklet in Workday using the **Time Off** button, and selecting the **Business Leave Travel** option from the **Type** dropdown menu. The employee must attach the CMSD Business Leave Request Form and add any additional information about the business travel event (e.g., conference agenda, itinerary, etc.) to the request. Employees must create their own Time Off Request – Business Leave Travel and submit it for approval.

*Workday Job Aide:* [Enter Time & Time Off](#)

## **Step 2: Employee Reimbursement for Travel Expenses**

If the employee plans to pay for any reimbursable out-of-pocket expenses (e.g., per diem meals, tolls, etc.), they must create a Spend Authorization in Workday prior to the business leave. When possible, the Spend Authorization should be created and submitted 4-6 weeks before the travel date. The Spend Authorization documents the estimated costs for the out-of-pocket expenses, and upon submission the system runs a Budget Check to ensure funds are available. The actual costs can be lower or higher than what is included in the Spend Authorization.

Employees also have the option of paying for some or all of their travel costs themselves, including airfare, hotel, car rental, etc., but they would need to include everything they are paying for in the Spend Authorization prior to traveling. Then, after completing the travel, they would create an Expense Report in Workday for reimbursement. Employees must create their own Spend Authorization for each business leave and retain the original, itemized receipts for all reimbursable items, except for meals. Employees should refer to the Additional Guidance section of this document before booking their own airfare, hotel, car rental, etc.

The employee must attach the CMSD Business Leave Request Form to the Spend Authorization, as well as any supporting financial documentation (e.g., price quotes, etc.).

*Workday Job Aide:* [Create Spend Authorization](#)

## **Step 3: District Paid Expenses**

For travel expenses being paid directly by CMSD, employees must work with their department or school Buyers to create a Supplier Contract in Workday to UniGlobe for airfare, hotel, and car rental. If other services are required (e.g., conference registration), another Supplier Contract would need to be created. One Supplier Contract can be entered by a single Buyer for multiple employees participating in the same business travel.

UniGlobe Travel Designers: Supplier ID S-003342, 614-237-4488, [www.uniglobetraveldesigners.com](http://www.uniglobetraveldesigners.com).

If travel plans change or the number of participants increase, you must update the Supplier Contract in Workday to reflect the additional cost.

*Workday Job Aids:* [Create Supplier Contract](#) & [Amend Supplier Contract](#)

## **Step 4: Buyer Creates a Receipt in Workday**

The Buyer associated with the employee's cost center must create a Receipt in Workday against the Supplier Contracts created for the business travel. The Create Receipt task acknowledges receipt of the services, and enables Supplier Accounts/Accounts Payable to pay the supplier's invoice. This step occurs before the travel because suppliers providing the travel services require payment in advance of traveling. Depending on the timing of ordering the travel services and traveling, this step could occur after the trip.

Suppliers and Buyers should send invoices to [APIInvoices@clevelandmetroschools.org](mailto:APIInvoices@clevelandmetroschools.org).

*Workday Job Aid:* [Create Receipt](#)

b. Business Travel – After the Trip

After traveling, employees must create an Expense Report from an approved Spend Authorization in Workday to be reimbursed for approved out-of-pocket expenses.

**Step 1: Employee Completes an Expense Report in Workday**

The employee must create a Workday Expense Report from an approved Spend Authorization to receive reimbursement for any out-of-pocket expenses associated with the business leave. This should be completed within 30 days of returning. Itemized receipts for all requested reimbursement, except for per diem meals, must be attached to the Expense Report. Per diem is not approved for local events. For the purposes of these Guidelines, “local” is defined as within forty (40) miles radius of either your work location or residence. This is consistent with the IRS guidelines.

All employee reimbursement will be paid to the employee through direct deposit to the bank account specified in Workday through the Payment Election for Expenses.

*Workday Job Aid: [Create Expense Report from Spend Authorization](#)*

3. Other Expense Reimbursement

Employees can be reimbursed for allowable, reasonable, and necessary expenses associated with their CMSD employment up to \$250.00. In order to be reimbursed, the employee must create and submit an Expense Report in Workday and attach an itemized receipt for each line item. This should be done within 30 days of purchase of the reimbursable item(s).

Employees will not be reimbursed for any non-travel Expense Reports greater than \$250.00, and multiple Expense Reports cannot be created for the same expense item (i.e., the employee cannot submit two Expenses Reports for \$250.00 to cover a \$500.00 expense). If the expense will be greater than \$250.00, the employee must create a Requisition to acquiring the goods.

*Workday Job Aid: [Create Expense Report](#)*

a. Mileage Reimbursement

There are three options for an employee to be reimbursed for mileage to performing official district business. Each of these options require supporting documentation to be attached, to validate the distance traveled. Employees should submit mileage reimbursement monthly.

**Option 1:** Employee creates an Expense Report in Workday for each mileage reimbursement instance up to \$250.00.

**Option 2:** The employee creates and submits a Spend Authorization in Workday for each mileage reimbursement instance, if the mileage reimbursement is greater than \$250.00. After the Spend Authorization is approved, and the travel occurs, the employee creates an Expense Report from the Spend Authorization.

**Option 3:** The employee creates and submits a Spend Authorization in Workday for the estimate total mileage reimbursement for the year. After the Spend Authorization is approved and, as the employee travels, they complete Expense Reports from the Spend Authorization periodically throughout the year drawing down the balance of the Spend Authorization.

The total from all Expense Reports related to the Spend Authorization can exceed the originally estimated amount; though they are still subject to available budget.

The Finance Department recommends **Option 3** for employees who regularly seek reimbursement.

### Additional Guidance

This Guideline cannot address every issue, exception, or contingency that may arise in the course of travel. All additional questions regarding reimbursements should be directed to the Supplier Accounts/Accounts Payable Department.

### Ethical Restrictions

The Ohio Ethics Commission prohibits an employee from accepting, soliciting, or using the authority or influence of her position to secure any personal benefit which stems from conducting District business.

Employees may, however, retain the benefits of a reward program in connection with business travel expenses charged on a personal credit card, except when the employee:

1. Directs their purchase to take advantage of a reward program and it results in a higher cost to the District
2. Requesting reimbursement greater than what the employee is billed by his credit card issuer, due to a discount.

### Exceptions and Additional Provisions

Employees are responsible for all unauthorized costs and additional expenses incurred for personal preference or convenience, including the cost of extending trips for personal reasons.

### Per Diem for Meals

While traveling on approved CMSD business leave, the employee may claim \$35.00 per day for meals. This per diem is applicable on the first and last day of travel. Employees may claim the per diem amount regardless of how much they actually spend on food, or even when the business travel event includes meals.

### Lodging and Accommodations

When arranging lodging and accommodations, the employee must consider the following:

- Seek the lowest rate available under the standard room rate or government, corporate, conference, or other discounted rate.
- Accommodations for lodging will be reimbursed at the single-occupancy rate.
- Hotel accommodations the night before or after an event will only be reimbursed if reasonable travel accommodations the same day are not available.
- The District will not reimburse for minibar usage or for movies purchased.
- Hotel lodging within the greater Cleveland area (Cuyahoga, Geauga, Lake, Lorain, Medina, Portage and Summit Counties) will not be reimbursed.
- Employees shall use any free internet prior to incurring any charge for internet access fees. Internet access fees from a hotel while on travel status is reimbursable with receipts.
- Telephone calls for official business, whether local or long distance, or for the reservation of rooms, meals, or transportation will be reimbursed.

### Air Transportation

When arranging air transportation, the employee must consider the following:

- Seek the lowest available coach or economy fare. Employee shall book air travel, whenever possible, well in advance of the travel dates (4-6 weeks) in order to obtain the lowest fare possible.
- The District will not authorize reimbursement for any airline seats incurring additional costs above the lowest available rate, including the equivalent of first class or business class, and all upgraded seat assignments, such as rows with extra leg room.
- The District will pay for or reimburse for change fees and cancellation fees incurred for professional reasons; however, if the change or cancellation is due to personal reasons, the fees will not be paid for or reimbursed.
- One checked bag per flight will be reimbursed with original receipts.

### Car Travel

When traveling by car, the employee must consider the following:

- An employee electing to travel by automobile in lieu of travel by air will only be reimbursed up to the lowest amount of an airline ticket. If vehicle travel is less expensive than air travel, the employee will only be eligible for the IRS rate per mile.
- Rental cars may only be reimbursed with proper receipts. The size and type of vehicle must be consistent with the number of passengers.
- Gasoline may only be reimbursed for rental cars with proper receipts. No one may receive gasoline reimbursement for personal cars. This is covered in the mileage rate.
- No reimbursement for personal use mileage of a rental car shall be authorized.
- Employees using their personal vehicle for business travel will be reimbursed at the current District mileage rate (currently \$0.535 per mile). Mileage reimbursement includes the cost of gas, oil, insurance, repairs and general maintenance. Mileage reimbursements should be submitted monthly.
- The rate of reimbursement for mileage will be equal to the District established rate at the time of travel, will be subject to change, and is not to exceed the IRS mileage rate. Travel should be the most direct and economical route.
- Mileage reimbursements to participants will be calculated from the participant's place of residence or worksite to the event, whichever distance is less costly for the District.
- If more than one person is approved to attend the same event and transportation will be by personal car, it is encouraged that they travel together. Mileage will be reimbursed to the driver only.
- Insurance coverage of a District pre-approved rental is provided. If you fail to get pre-approval for a rental car prior to your trip, the District will not reimburse the cost of insurance coverage.
- The District is not responsible for any physical damage to an employee automobile, including any physical damage deductibles.

### Other Transportation Fees

When traveling, the employee must consider the following:

- Employees should attempt to obtain the lowest commercial transportation fare to the travel location for reimbursement.
- Commercial transportation, including but not limited to public transportation, taxis, real-time rideshares (i.e. Uber, Lyft, etc.), shuttles, and mass transit, incurred for travel to and from the airport, event location and the hotel will be reimbursed with an original receipt. The District will not provide reimbursement for commercial transportation to social events and activities that are not directly involved with the event.
- Due to Federal Guidelines, gratuities are not an allowable expense to be reimbursed.

- Toll expenses incurred as a result of travel directly related to the authorized travel will be reimbursed if an original receipt is provided.
- Valet parking is not reimbursable if self-parking is available.
- Original receipts are required for reimbursement of airport and hotel parking fees.
- Fines incurred for parking and traffic violations are not reimbursable.

#### Miscellaneous

When traveling, the employee must consider the following:

- Miscellaneous expenses not described above, but directly attributable to, and are reasonable within the approved travel are reimbursed by the District, if properly documented and approved by the Accounts Payable Department.
- The use of air, train, bus, rental, or private vehicle shall be selected on the basis of the most reasonable and appropriate method – taking into account distance, time, and total costs.
- No reimbursement will be made if gift cards or bonus coupons are used at the time of purchase. Discounts will be subtracted from the total before reimbursement.