



Employee Reimbursement Guidelines

Accounts Payable Department

Objectives



The objective of this lesson is to:

- Explain what a Spend Authorization is and when one is required.
- Explain the Expense Report process, and provide an example of allowable expenses for travel and non-travel reimbursement request.
- Explain the Cash Advance Request process and reconciliation requirements.

What is a Spend Authorization ?

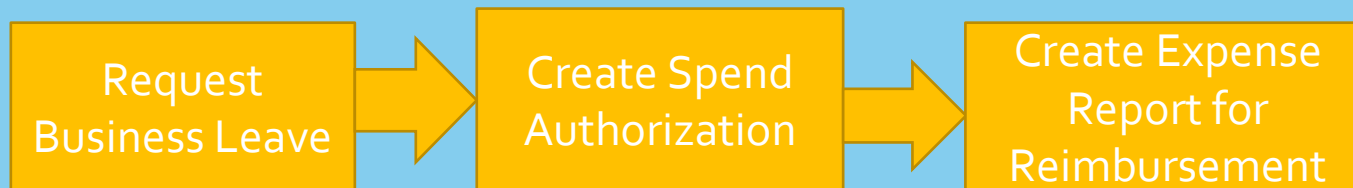


- A Spend Authorization is a request by an employee for reimbursement of out-of-pocket travel related expenses.
- Spend Authorizations must be created in Workday prior to business travel.
- Spend Authorizations should be created and submitted in conjunction with a Business Leave Request 4-6 weeks before the travel date when possible.
- The Spend Authorization documents the estimated costs for the out-of-pocket expenses.
- Employees have the option to pay for travel cost themselves including airfare, hotel, car rental etc.
- Spend Authorizations budget



Spend Authorization

- Spend Authorizations should include:
 - Dates of Travel
 - A description of the out-of-pocket expenses with estimated costs
 - Agenda and Business Leave Form
- Itemized receipts must be retained for all reimbursable items, except for meals. A per diem rate of \$35.00 is given for meals.
- Reimbursements are not generated from a Spend Authorization.
- Expense Report should be created in Workday within 30 days of returning from approved business leave in order to receive reimbursement.



Expense Reports

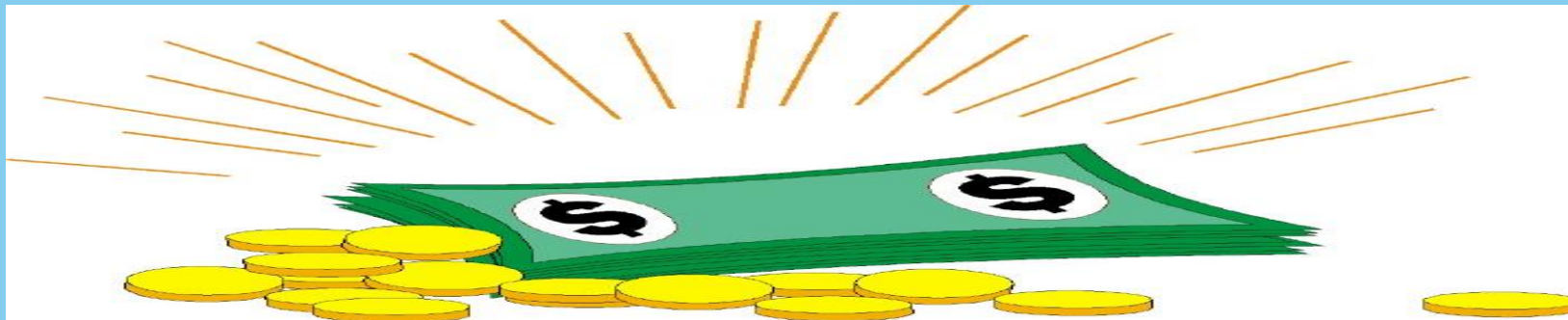


- Employees may be reimbursed for reasonable and necessary business related out-of-pocket non-travel expenses up to \$250.00.
- Reimbursements for out-of-pocket business related travel expenses can exceed the \$250.00 threshold.
- A Spend Authorization is required for all travel related reimbursement request regardless of the dollar amount.
- Expense Reports cannot be created for the same expense. For Example:
 - The employee cannot submit two Expenses Reports for \$250.00 to cover a \$500.00 non-travel expense.

Expense Reports



- Itemized receipts are required for all expense report line items, except for meals.
- A per diem rate of \$35.00 per day is the daily meal allowance.
- Expense Reports cannot be submitted for future charges.
- Expense Reports must be created and submitted in Workday within 30 days of the purchase or upon returning from business leave.



Example of Allowable Expenses



- Travel Related Expenses

- Meals-\$35.00 per day
- Mileage-Outside of a 40 mile radius
- Parking
- Cab Fare
- Airfare
- Baggage Fees
- Rental Car
- Gasoline (only for rental car)



- Non-Travel Related Expenses

- Mileage-within a 40 mile radius
- Parking
- Gift cards-approved Gift Card Form required
- Miscellaneous supplies associated with classroom and student activities
- Athletic Team Meals

Note: These list are not all inclusive. You may review the Employee Reimbursement Guidelines Document or contact an Accounts Payable staff member if you have questions about a particular expense.

Cash Advance Request



- Cash advances are an acceptable business practice for covering student meals and other expenses associated with offsite student activities and events, such as field trips and athletic events.
- Supplier contracts and purchase orders should be utilized when possible to cover expense associated with offsite student activities and events.
- Purchasing Cards should not be used for student or personal meals or other expenses while traveling with students to offsite trips and events.
- Principals may use their personal credit cards and seek reimbursement for expenses associated with offsite activities.



Cash Advance Procedures



- Cash Advances should be requested at least two (2) weeks in advance to provide enough time for approvals and deposit of the funds.
- Cash Advance request are apart of the Spend Authorization functionality in Workday.
- Cash Advance Request should include an agenda, itinerary, student list, and other pertinent information about the offsite event.
- An approved cash advance is directly deposited into the employees bank account so you can withdraw funds as needed.

Cash Advance Reconciliation



- Employees are responsible for tracking cash advance usage during offsite student activities.
- Itemized receipts should be collected during or after the event.
- Employees must return any unused portion of the cash advance, or any portion for which they do not have an itemized receipt.
- Personal checks can be delivered to the Cash Management Department in person or by mail.
- An Expense Report must be created to document the usage of the cash advance within 30 days from receiving the deposit.

Contact Information



If you have questions about Employee Reimbursement Guidelines. You may contact the Accounts Payable Department using the following methods:

- General Line: 216-838-0380
- Ebony Boothe (Manager): 216-838-0385
- Email: apinvoice@clevelandmetroschools.org

If you need to return unused cash advance funds, you may contact the Cash Management Department using the following methods:

- Andre Lykes: 216-838-0079
- Romeo Metri: 216-838-0078
- Email: cashmanagement@clevelandmetroschools.org