



Reimbursement Guidelines- Employee

Travel

Travel airfare (GL code 68001): Charge airfare to company credit card. If you have to pay cash, file for reimbursement you personally incurred on the out of pocket tab in Wells Fargo.

Travel car rental (GL code 68002): Charge rental to car rental.

Travel car rental gas (GL code 68007): Charge gas for rental car to mileage. (Gas is in place of mileage reimbursement).

Travel lodging (GL code 68004): Charge lodging to company credit card. We do not have a set lodging rate; however, the best practice is based on federal guidelines. The State of Colorado lodging rate is ~\$172 per night. ELV is tax exempt so please remember to have the lodging agency remove taxes.

Travel Meals (GL code 68005): Charge travel meals to company credit card. We do not have a per diem policy at CIG, however, the best practice is based on federal guidelines. The State of Colorado Per Diem rate is \$74 per day (breakfast \$17, lunch \$18, dinner \$34, incidental \$5). Any meals purchased with your credit card must include the first and last names of all participants, the business purpose of the meal, and the detailed meal receipt.

<http://www.gsa.gov/portal/content/101518>

Travel mileage (local-GL code 68007): Calculate mileage from place of origin to destination minus the normal commute. Please include a mileage reimbursement form on your monthly expense report.

Example A, if you are leaving from office to a meeting, calculate the mileage from the office to the destination and back to the office.

Example B, if you are traveling from home to the meeting and then to the office, calculate the mileage from the destination to the office (your normal commute to the office is excluded).

Example C, if you are traveling from the office to a meeting and then home, calculate the mileage from the office to the destination (your normal commute to travel home is excluded).

Exception 1: The trip to the destination is larger than your normal commute (excess of 15 miles), calculate the travel from the office to the destination and back to the office.

Travel mileage (out of town/ state- GL code 68007): Calculate the mileage from the home office to the destination and back to the office.

Travel Tolls (GL code 68007): Please expense toll charges you personally incurred on the out of pocket tab. Please use the tolls sparingly. Attach documentation of the toll charges.

Travel parking (GL code 68007): Please charge parking to company credit card. If you have to pay cash, expense parking you personally incurred on the out of pocket tab.

Travel transportation (GL code 68007): Charge transportation: bus, shuttle, taxi, etc to company credit card. If you have to pay cash, expense transportation you personally incurred on the out of pocket tab.

Other

Meals (Training GL code 66851): Charge meals for training purposes to company card. Please collect sign-in sheet for all attendees, including date, purpose and time of training. Any meals purchased with your credit card must include the first and last names of all participants, the business purpose of the meal, and the detailed meal receipt.

Meals (Other- GL code 66851): Charge meals for other (team lunch or working lunch with Manager approval) to meals. These types of meals are generally not allowable to be charged to a grant and need to be expensed to the ELV general budget. Any meals purchased with your credit card must include the first and last names of all participants, the business purpose of the meal, and the detailed meal receipt.

Office Supplies (GL code 66507): Charge general office supplies to company card.

Credit card use in error procedure:

To Be Reimbursed Expense (GL code 68300): If you use your company credit card in error, please code the charge to reimbursed expense account. Please then make a check payable to ELV and send it to Clinton in CIG Accounting. NOTE: Continuing misuse of a company credit card could result in a loss of credit card privileges.

*****All credit card charges require receipt (itemized receipt for meals)*****

NEW!

Per Diem prior to travel (GL code 68005): If you are traveling and require per diem prior to travel, you may request a payment through "Out of Pocket" expenditure in the Wells Fargo system. You may request per diem up to one month in advance of travel. Out of pocket (OOP) will be reimbursed through the Wells Fargo system on the 20th of each month.

GSA 2017 rate:

First & Last date of travel

Standard rate:

(if not full day travel)

Breakfast: \$16

75% of the full day

Lunch: \$17

Total \$51.75

Dinner: \$31

IE: \$5

Total \$69

NOTE: Food receipts are not required if per diem is requested.

1303.5 (A) ELV Travel Reimbursement Guidelines

Updated: 4/18/17

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Reimbursement Guidelines- Non-Employee

For providers:

If the training is one day, in town and during work hours, ELV will reimburse the provider for a substitute teacher at \$75 (or actual cost if more with receipt). (Per diem is not given for in town travel)

If the training is two days+, in town and during work hours, ELV will reimburse the provider for sub pay for each training day at \$75 per day.

If the training is in town and not during normal work hours, ELV will reimburse the provider for teacher extra duty pay at \$75 per teacher, per day.

If the training is one day, out of town and during work hours, ELV will reimburse the provider for a substitute teacher at \$75 and pay \$75 per diem per day for meals and mileage.

If the training is two days+, out of town, and not during work hours, ELV will reimburse the provider \$75 per teacher per day for extra duty pay and pay \$75 per diem, per teacher, per day for meals and mileage. Providers need to pay for subs and extra duty pay and ELV will reimburse for those expenses. Per diem: I prefer providers to pay per diem to teachers and ELV reimburse the provider. Some counties have given Visa cards for per diems, but I prefer reimbursement to providers.

For non-providers (council members/ parents, etc)

If the person attends ELV training or meeting in town, ELV will provide meals and childcare at the meeting.

If the person attends ELV training or meetings out of town, ELV will provide meal and childcare at the meeting and provide \$75 VISA card for meals and mileage.

If the person attends ELV training or meeting out of town and requires over-night stay, ELV will provide meal and childcare at the meeting, \$75 VISA for meal and mileage and hotel expenses.