

Travel Policy (Effective January 1, 2019)

Introduction

The following is a policy and procedure guideline for submitting expenses for ConsultEd Strategists organized convenings. Anyone who does not adhere to the policy for expense reimbursements will need to provide a reason for the exception to ConsultEd Strategists for approval.

How to Submit Expense Reimbursement Forms

Fill out the expense form cover sheet. After the expense cover sheet is completed, please compile **all receipts and other forms of documentation and combine it into one PDF** for submission.

To submit the expense reimbursement, please email ConsultEd Strategists at ngeilearningcommunity@consultedgroup.com.

Expense Reimbursements

A requirement for an expense reimbursement is a completed expense form detailing all the expenses claims supported with itemized receipts for all purchases. Reimbursements will be delayed if an expense reimbursement is missing receipts or lacking support details for the expense(s).

All expense reimbursements need to be submitted by the deadline provided. Once approved a check will be sent to the address provided within 4-6 weeks.

Grantee's are entitled to the following reimbursements:

Meals

- Individual meals. Grantees are reimbursed for actual and reasonable meal expenses for meals **not provided** during convenings. There is a **\$64 total daily limit** AND per meal limits (including tax and tip) that cannot be combined. Detailed, itemized receipts are required for the reimbursement of meal expenses.
 - o Breakfast \$15
 - o Lunch \$20
 - o Dinner \$30

IMPORTANT: Alcohol is not a reimbursable expense. All alcoholic beverages ordered should be kept on separate receipts and considered a personal expense.

Air Travel or other commercial carrier

- Limited to \$250 unless approved before purchase.
- Coach or reduced fares on carriers are to be used for domestic travel. Seat or class upgrades are not a reimbursable expense.
- Submitting a reservation or estimated cost of travel is not an acceptable receipt for reimbursement. Actual amounts paid for travel with travel details included.
- Reservation change fees are not reimbursable.
- Non-reimbursable expense(s)
 - Air travel reservation change fees
 - Incidentals, i.e. magazines, newspapers

Rental Vehicle

- A rent a car should be used when it is more cost effective than using a personal vehicle.
- Car size is limited to mid-size or intermediate size vehicles unless prior approval is obtained. Upgrades are not reimbursable expense.
- Rental car refueling. Every reasonable effort must be made to refuel the rental car prior to returning it to the rental agency.

Personal Vehicle

- Actual mileage incurred based on provided map will be reimbursed at the established government rate (58 cents per mile as of January 1, 2019)
- Anyone traveling as a passenger in a personal automobile is not entitled to mileage reimbursement.
- The established mileage rate is the only reimbursement that the individual will receive for use of a personal automobile on official travel, except for parking and tolls.

Ground Transportation:

- Taxi, and other forms of transportation receipts are required with information such as “origin” and “destination”.
- Parking while on travel for rental car or personal vehicle is reimbursed. Self-parking is preferred unless no other option is available.

Lodging

- You will not be reimbursed for lodging if lodging was provided as part of the convening.
- Receipts are required for the reimbursement of lodging expenses. Grantees should request a zero-balance receipt/folio statement upon checkout and submit it with their expense report.
- Non-reimbursable expense(s)
 - Internet
 - Incidentals, i.e. movies, laundry