



Financial Services

Employee Travel Reimbursement Program

Best Practice 020215

All travel requests/reimbursements must be submitted by the traveler and approved by the principal/program manager via the FCPS Online Travel system.

I. Local Travel

A. Approval for Reimbursements

The principal/program manager is responsible for reviewing and approving local travel reimbursements. It is the principal/program manager's responsibility to:

1. Review and ensure the amount claimed for mileage. A review for reasonableness should include considering if:
 - a. The mileage is excessive.
 - b. The miles claimed can be travelled in the allotted time.
 - c. The location is required to conduct FCPS business.
2. Ensure that descriptions are not too general. Evening activities should be more descriptive than just "evening activities." For example, the description should state what the evening activity is, such as "JV Volleyball Game."
3. Ensure a description that identifies the type of transportation fees (e.g., public transportation, parking, tolls, etc.) is provided for all trip activities.
4. Ensure the traveler either submitted an evening meal reimbursement for evening activities, not to exceed \$11.50, or a mileage reimbursement, but not both for the same event.
5. Ensure the mileage for the total miles driven for commuting round trip from home to base location is deducted.
 - a. If the mileage deduction is not included, ensure the travel was done off duty hours or off contract days.
 - b. Confirm that travel dates do not conflict with nonwork days to ensure proper calculation of mileage.
6. Ensure that there are not duplicate submissions of travel expenses previously submitted. As a best practice, it is recommended that travel should be submitted within a set period (monthly, bi-monthly).

7. Ensure the correct funding source is selected for Online Travel. The application will default to “General” for the funding source. However, where applicable, the traveler may need to select the “Special Ed” or “Grant” box, if needed.

B. Nonreimbursable Local Travel Expenditures

1. If a stipend or salary supplement was provided for the event, reimbursement for local travel is not permitted (for example, coaching stipend).

C. Other

1. If a travel reimbursement request is sent to the principal/program manager for approval in error due to incorrect routing, the principal/program manager should reject the reimbursement request and note the reason.
2. The traveler will need to update his/her profile and then will need to update/resubmit the reimbursement document.

II. Nonlocal Travel

A. Pre-Approval Request

If possible, professional development planning should occur at the beginning of the fiscal year. Program managers and employees should discuss travel requests prior to submitting the formal pre-approval request in Online Travel.

Prior to approval the principal/program manager, finance technician/administrative assistant (FT/AA), and traveler must adhere to any current travel restrictions.

The principal/program manager must review the following steps to ensure accuracy and reasonableness of the information presented in the request for travel:

1. Ensure the travel is for official FCPS business and that the justification is listed.
2. Confirm travel dates are correct and that travel requires an overnight stay.
3. Ensure all estimated travel costs are listed and are reasonable.
4. Ensure justification for expenditures typically incurred as part of travel are included and check for expenditures which may not be listed (e.g., hotel and airfare costs paid for by FCPS PCard).
5. Ensure city and state names have been entered correctly.

B. Registration

1. Registration fees to attend conferences, seminars, training, or similar programs are allowed and must be included in Online Travel.

2. Fees must be paid with an FCPS procurement card (PCard). If the vendor does not accept an FCPS PCard, a check can be issued to the vendor.
3. An original itemized receipt or invoice is required.

C. Lodging

1. Lodging at the prevailing GSA rate plus applicable taxes is required. Travelers may exceed the prevailing GSA rate (excluding applicable taxes) by up to 50 percent. If this is the case, secondary approval from an assistant superintendent is required.
2. Hotel charges for personal items are not allowed to be billed to the room and paid with an FCPS PCard. This includes items such as phone calls, laundry, room service, movies, and spa services.
3. An FCPS PCard must be used to pay for lodging expenditures. An original itemized receipt is required.

D. Transportation

1. Travelers are required to use the most economical mode(s) of transportation for nonlocal travel.
2. Air or rail transportation purchased at the lowest available coach rate is permitted. Air or rail transportation designated as First Class is not permitted. Charges for additional leg room or any type of seat upgrade is not permitted. Travelers should carry on luggage to avoid baggage fees if possible and may not check more than one bag unless it is required to transport FCPS materials. An FCPS PCard must be used. An original itemized receipt is required.
3. Car rental purchased at the lowest available rate is permitted if the car is required for work during the nonlocal travel and is the least expensive mode of transportation at the destination. An FCPS PCard must be used. An original itemized receipt is required.
4. Mileage is allowed for employees using personal vehicles for official travel. Mileage will be reimbursed at the prevailing IRS standard mileage rate.
5. Parking fees, taxi fares, shuttle service, tolls, and public transportation costs are allowed with original receipts. When an original receipt is not available, official proof of fee or fare (e.g., printed schedule from web site) will be accepted. Travelers should use the most economical transportation option for traveling to and from the airport and during all nonlocal travel.

E. Meals and Incidentals

1. Meals and incidental expenses are allowed at the prevailing GSA per diem rate; therefore, meal and incidental receipts are not required.

2. If meals are paid for or provided by the conference, then no per-diem should be claimed by the traveler. Only meals not included in the conference are permitted at the GSA per diem.
3. FCPS PCard may not be used to purchase meals. This includes room service and any other hotel food charged to the room.

F. Reimbursement Approval

The FT/AA is required to collect all receipts related to the trip and reconcile the amounts to be reimbursed using the receipts and data provided by the traveler. Refer to the current version of Regulation 5310, Travel – Local and Nonlocal, for additional information.

1. All expenditures must be supported by original receipts with accurate reimbursement amounts entered (e.g., taxi/public transportation, luggage fees, lodging, etc.).
2. Actual costs of airfare, registration, and lodging must be entered on the reimbursement in Online Travel. This includes items paid by PCard. If another FCPS department or school paid for the traveler's airfare, registration, and/or lodging the reimbursement should include the traveler's portion.
3. Compare the reservation submitted with actual expenditures incurred. Inquire as to deviations between the two.
4. Materials and books purchased at the conference using an FCPS PCard are not travel expenses and should not be included in the cost of the registration in Online Travel.

G. Documentation Required For Reconciliation

FCPS is required to retain all travel documentation for three years plus the current year. The following provides a list of required documentation to perform the travel reconciliation.

1. A printed copy of the conference webpage must be provided.
2. A printed copy of conference details (e.g., agenda, schedule, registration fees, meals, and all related information).
3. Travelers should not wait until after the conference is over to print out the material since the conference website may be taken down.
4. Receipts related to all travel activity (e.g., lodging, registration, airline reservations, luggage fees) must be provided to the FT/AA.
5. All "other" items require receipts (e.g., bus, taxi cab, metro fare, parking fees) to be provided to the FT/AA.

6. Original receipts must be filed with PCard bank statements for reconciliation purposes, and copies filed with associated travel documents for expenditures incurred on an FCPS PCard.

Guidance Summary for Non Local Travel

Expense Category	Planning & Pre-Approval Request	Payment Method	Reimbursement Request	Receipts Required
General	Proper due diligence must be done by the traveler to ensure that the most reasonable costs and method of travel has been planned. FCPS PCard must be used where applicable.	N/A	Ensure that travel reimbursement requests are properly reconciled and have all receipts	N/A
Registration	Per conference/event and should be prepaid and travelers should take advantage of early registration discounts when available.	FCPS PCard	Actual Expenses	Yes
Lodging	Per applicable GSA rate. In addition to program manager/principal, approval from the assistant superintendent is required for rates >150%.	FCPS PCard	Actual Expenses - for lodging only (no meals, movies, etc.)	Yes
Meals	Per applicable GSA rate. Meals provided at the event must be deducted.	Traveler Reimbursed via Direct Deposit	Report per diem for meals not provided by event. FCPS PCard may not be used to purchase meals.	No
Incidentals	Per applicable GSA rate. Typically covers tips, laundry etc.	Traveler Reimbursed via Direct Deposit	Report per diem	No
Transportation				
Air/Rail	Select most reasonable cost. Air fare should be economy class. No extra fees for leg room. Ensure that number of bags checked are necessary due to the duration of the event and/or for conference items.	FCPS PCard	Actual Expenses	Yes
Cab/Shuttle from & to Airports	Select most reasonable cost. Shuttles are preferred, and travelers should travel together when possible.	FCPS PCard. If the cab/shuttle doesn't accept credit cards, the traveler may be reimbursed via Direct Deposit.	Actual Expenses	Yes
Car Rental	Select most reasonable cost. May be used where shuttle services are not provided at the event and a rental car is the least expensive travel option. Not for personal use.	FCPS PCard	Actual Expenses	Yes
Airport Parking	Select most reasonable cost. Use satellite parking. Valet, hourly, and daily parking are prohibited.	FCPS PCard	Actual Expenses	Yes
Mileage	For travel to and from domestic airport or destination. Mileage reimbursement for nonlocal travel is allowable if it is the most reasonable cost of travel to and from the destination. (for example, when traveling to Richmond Virginia)	Traveler Reimbursed via Direct Deposit	Standard IRS Mileage rate. Deduction of commuting miles is not required	No
Other	Travel expenses not categorized above may be claimed for items such as wireless connections for work, telephone calls etc.	FCPS PCard	Actual Expenses	Yes