RED CLAY CONSOLIDATED SCHOOL DISTRICT
TRAVEL INFORMATION AND REIMBURSEMENT FORMS

Please review all the information contained in this packet prior to traveling.

You must complete a professional leave request in the Absence Request module in Data Service Center even when traveling on a non-work day. Ten month employees traveling in the summer are required to complete this request as the approval approves funding for the trip in addition to approving the absence when for traveling on a scheduled work day.

**All out of state travel must be approved in the system by the Superintendent prior to traveling.** If your request is denied it may be due to incorrect funding selected. The request must be corrected and resubmitted. If there is no drop down for the necessary funding, select “other” and enter the funding covering the travel.

Travel and other personal reimbursements are paid through the FSF system as a direct deposit to an identified bank account. It is the employee’s responsibility to verify they are in the FSF system as an employee vendor. The link is available on the Red Clay intranet:

- Contacts & Connections>Quick Links> eSupplier Employee registration or
- Forms icon>Financial> eSupplier Employee registration
Travel Information

Travel: An employee MUST complete a Professional Travel Request in Data Service Center even if the travel is taking place on non-work days. The approval is not only approval for time missed from work but is an approval for the funding source for the travel. The employee must complete the approved absence prior to completing travel arrangements. No reimbursement can be made to the employee without one and a copy of the travel approval must be submitted with the reimbursement request that is completed when the employee returns.

Flight Reservations: are made through Uniglobe Red Carpet Travel. Ask the School/Department Secretary for assistance. Personal Credit Cards should not be used. Baggage fees for 1 bag will be reimbursed with receipts.

Flight Changes & Cancellations: When there is a change in your flight due to Flight Cancellation or an Emergency you need to contact Uniglobe. Their contact numbers are 800-229-1220 (during Business Hours) or emergency rescue line after business hours at 800 787 0332 code e9312.

Train Tickets: (AMTRAK) should be reserved by the School/Department Secretary directly to Amtrak and made using the District Credit Card.

Driving versus Flying: Reimbursement is based on the least expensive way to travel per the Travel Policy in the State of Delaware Budget and Accounting Manual (BAM). If an employee chooses to drive as opposed to flying, reimbursement for mileage/tolls will be paid based on the average flight costs for travel to that city unless driving is the lesser expensive mode of travel. The Business Office will determine the amount to be reimbursed.

Rental Cars: WILL NOT BE REIMBURSED. - Any exception requires prior approval from the Business Office.

Shuttle Services: Reimbursement is allowed between the airport and the conference/hotel. Whenever possible is can be reserved in advance by the School/Department Secretary and can be pre-paid with the District Credit Card.

Taxi/shuttles to and from the airport or train station to the Hotel/Conference will be reimbursed. Transportation used during the trip for meals or personal use will not be reimbursed.

Mileage To/From Airport: Mileage from home to the airport and parking expenses at airport lots for the duration of the travel may also be submitted for reimbursement. The Business Office will verify the distance submitted for the trip based on Mapquest.

Local Conference/Training: The use of a personal vehicle to an in-state conference is reimbursable for mileage and tolls. Mileage is reimbursed at the state rate of $0.40 per mile. Tolls will be reimbursed with receipts or a copy of the employee’s EZ Pass statement listing the tolls. The Mileage Log should be completed along with the Cover Page for Personal Reimbursement.

Meals:

Conferences/Workshops Out of State

Without Receipts: Reimbursement is Breakfast $9.00, Lunch $12.00 and Dinner $25.00.

With Detailed Receipts: Meals will be reimbursed based on the rate for the city conference/training is located. Premium Cities are listed on the Red Clay Intranet: Inside Red Clay > Contacts & Connections > Accounting > Department Shortcuts > Travel Meal Reimbursement Rates.

Only Breakfast/Lunch/Dinner is reimbursed – no snacks are reimbursed.

Breakfast on the day of Departure will be reimbursed if you are required to be at the airport prior to 9:00 am.

Meals on last day will be based on travel arrival time back home.

Receipts must have the following:
1. All receipts for the trip must be a detailed receipt. Credit card receipts with the meal and tip total is not acceptable. If more than one person is on the receipt the employee's meal must be identified.
2. Alcohol as well as the taxes and tips relating to the alcohol will not be reimbursed.
3. Snacks will not be reimbursed as part of the meal.
4. Receipts cannot be combined: You cannot use receipts for multiple purchases during the day as part of your Breakfast, Lunch, Dinner receipts (one receipt for each meal will be accepted).
5. The same method of meal reimbursement must be used for the entire trip. Receipts and non-receipt method cannot be mixed.

**Conference/Workshop In-state:**
State of Delaware policy prohibits reimbursement for meals during the regular work day. Only mileage and parking can be reimbursed for these conferences.

**Hotel Charges for Incidentals**

The employee will need to provide the hotel with a personal credit card for incidentals. The hotel will place a hold against the employee's personal credit card for all incidental room charges. Incidental room charges can include room service meals, minibar charges, spa usage, etc. If there are no charges the card will not be charged but it may take a few days for the hotel to release the hold placed on the credit card. Allowable charges charged to a personal credit card such as meals that are within the guidelines can be submitted on the travel reconciliation and reimbursement request submitted after travel is complete.

**Submitting Personal Reimbursement** – All employees submitting for personal reimbursement must have completed registration in eSupplier. The link for eSupplier can be found on the Red Clay Intranet “Inside Red Clay”. Located under Contacts & Connections > Accounting > Department Shortcuts > eSupplier or under Forms>Financial>eSupplier. (Link: [https://esupplier.erp.delaware.gov](https://esupplier.erp.delaware.gov))

Always keep a personal copy of all forms & receipts

Personal Reimbursement for Conferences are due to the Business Office for processing within 10 calendar days after the employee returns from the Conference. The Personal Reimbursement form can be found on the Red Clay Intranet “Inside Red Clay”. Located under Forms> Financial> Personal Reimbursement Form. **Do not use a highlighter on original receipts because the highlighter can erase the information on the thermal print receipts.**

An approved original receipts because the highlighter can erase the information on the thermal print receipts.

For Conference Reimbursement you will need to submit the following:

- Cover Page – Out of State Travel
- Travel Reconciliation Log
- Mileage Log
- Approved Absence
- Receipts for Baggage, meals, shuttles, etc.
Personal Reimbursement
Instructions

Each form required is located on the tabs located at the bottom of document.

**Cover PG-Mileage Supplies:**
Used for reimbursements for Mileage and Supplies.

**Cover PG-Out of State Travel**
Used for reimbursement for District Travel for Conference, or Out of State Travel for District.

*Submit each type with the following*

**Mileage Reimbursement:**
- Cover Pg-Mileage Supplies
- Mileage Log
- Toll Receipts and/or EZ Pass Statement

**Supply Reimbursement:**
- Cover Pg-Mileage Supplies
- Supplies Log
- Original Receipts
- Copies of Agenda for all purchases for Meetings
- Explanation of all Food Purchases – Reason, Date

**Travel Reimbursement:**
- Cover Pg-Out of State Travel
- Travel Rec. Log
- Copy of Approved Absence
- Copy of Registration for Conference or Agenda from Conference
- Original Receipts: Baggage, Food (Must be Detailed), Parking, Shuttle, etc.

**Tuition Reimbursement:**
- Cover Pg-Mileage Supplies
- Statement from School/College with Itemized Charges/Payments
- Copy of Unofficial Transcript

Cover Pages need to be signed by the employee and their immediate supervisor.

Cover Pages need to be submitted in Landscape, and Mileage, Supply and Travel Reconciliation Logs are to be submitted in Portrait.

*Keep a copy of all documents submitted for reimbursement.*

eSupplier must be completed prior to Reimbursement being submitted. See eSupplier page for information. Link: [https://esupplier.erp.delaware.gov](https://esupplier.erp.delaware.gov)

Questions: Contact – Barbara Whitehead @ 302 552 3731 or Stephanie Guy @ 302 552 3732
**ESupplier**

**New to eSupplier (Never registered in old online W-9):**
User Registration – Supplier Register Now
Follow directions in Employee New Registration Guide
The following information is required: Employee ID #, Social Security # and Banking Information.
After submitted this Registration you will receive a confirmation from the State of Delaware Division of Accounting that it was accepted.
Notify the Business Office by email of your confirmation.

**Already Registered (either in eSupplier or old online W-9):**
Unless you have had a name, address or banking information change you do not have to do anything.

If you have had a change in your name, address or banking information you need to follow directions on Establishing User ID and Password Guide
The following information is required: Access Code - you will need to contact State of Delaware, Division of Accounting, eSupplier Team (302 672 5000) to get this code. Supplier ID - get this from the eSupplier Team and the Tax ID # - this is your Social Security Number

After you have the Access Code you will complete the User ID and Password - you will receive confirmation from the Division of Accounting. You will then need to follow direction in the Employee Change Request Guide and update the appropriate information. After you submit you will receive a confirmation from the Division of Account.
Out of State Travel Personal Expense Reimbursement Request
Red Clay Consolidated School District
1502 Spruce Avenue
Wilmington, DE 19805

Name __________________________ Employee Id # __________________ Date __________
Home __________________________ City __________________ State ________ Zip __________

Travel Reconciliation sheet must be attached including detailed receipts, registration, mileage detail and absence request approvals.
If meal receipts are not itemized your entire meal reimbursement will be changed to reflect the no receipt rate of $46 per day.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>Mileage (54121)</td>
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<td></td>
<td>Airline/Railway/Taxi (54102)</td>
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<td>Train/Plane Flight Departure Time</td>
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<td>Train/Plane Flight Return Time</td>
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<td>Meals (54153)</td>
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<td></td>
<td>Hotel Lodging (54104)</td>
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<td></td>
<td>Baggage/Parking/Tools (54105)</td>
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<td></td>
<td>Conference Registration (55831)</td>
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</table>

Total $ ______

Coding: Please fill out the department funding below for all expense charges.

<table>
<thead>
<tr>
<th>Budget Unit</th>
<th>Fund</th>
<th>Dept</th>
<th>Operating Unit</th>
<th>Account</th>
<th>Category Code</th>
<th>Program</th>
<th>Location</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Account (0-1 or A)</th>
<th>Amount</th>
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Total $ ______

Employee Certification

I do solemnly swear that the above mentioned expenses were incurred as a necessary expenditure in the conduct of state business and that the representations contained in this form are true and correct.

Employee Signature __________________________ Date __________
Manager 1 Approval __________________________ Date __________
Manager 2 Approval __________________________ Date __________

Submit all documentation to the Red Clay Consolidated School District Business Office

Revised 3-1-2018
Red Clay Consolidated School District
Personal Reimbursement
Travel Reconciliation

Name: ___________________________ Employee ID ___________________________

All requests for travel reimbursement must be submitted within 10 days of return

<table>
<thead>
<tr>
<th>Date</th>
<th>Plane/Railroad</th>
<th>Bus/Taxi</th>
<th>Hotel/Parking</th>
<th>Baggage Fee</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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Totals $ - $ - $ - $ - $ - $ - $ - $ - $ - 

Note: Please put receipts for each day on one line. Example: 1/15/2012 arrive; taxi, Baggage fee, Lunch & Dinner receipts for that day on line 1.
Standard Rate without receipts for meals is Breakfast $9, Lunch $12 and Dinner $25. If you are missing a detailed receipt for a meal you must use the standard rates for the entire reimbursement request.

<table>
<thead>
<tr>
<th>Date</th>
<th>To</th>
<th>From</th>
<th>Number of Miles</th>
<th>Tolls</th>
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Mileage Rate: Number of miles * $0.40

Total Miles _______________________

Mileage Reimbursement $ - 

Total Travel reimbursement request: $ - 

revised 6-26-2018
Red Clay Consolidated School District  
Personal Reimbursement  
Mileage Log

Name: ______________________  Employee ID: ____________

Mileage must be submitted to the Business Office within 30 days after the end of the monthEX: July mileage must be submitted prior to August 30th.
indicate if this trip is one way or round trip

<table>
<thead>
<tr>
<th>Date</th>
<th>FROM</th>
<th>TO</th>
<th>Round Trip Y/N</th>
<th>Tolls</th>
<th># Miles</th>
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Mileage Rate: Number of miles x $0.40

<table>
<thead>
<tr>
<th>Mileage Reimbursement @ $0.40</th>
<th>Total Miles</th>
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<tbody>
<tr>
<td>$</td>
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Toll Reimbursement

Total Mileage/Tolls

$