

## RED CLAY CONSOLIDATED SCHOOL DISTRICT TRAVEL INFORMATION

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. Ten month employees traveling in the summer are required to complete this request as a professional leave request approves funding for the trip in addition to approving the absence.

All out of state travel must be approved 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 State Financial System (FSF) as a direct deposit to an identified bank account. The employee is responsible to verify they are enrolled in eSupplier in the State Financial System (FSF) as an employee vendor. The link is available on the Red Clay intranet:

- Forms icon>Financial> eSupplier

## Travel Information

Flight Reservations are required to be made through Uniglobe Travel. Ask the School/ Department Secretary for assistance. Arrangements done on personal credit cards are not permitted. Baggage fees for one (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 are calculated on the least expensive method of 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 less 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 this can be reserved in advance by the School/Department Secretary and can be pre-paid with the District Credit Card.

Taxi/Shuttles/Uber 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. Exceptions must be approved by the Business Office.

Mileage To/From Airport: Mileage from home to the airport and parking expenses at airport lots for the duration of the travel can 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 and the Reconciliation Page.

### Meals:

#### Conferences/Workshops Out of State

Without Receipts: Reimbursement is Breakfast \$9.00, Lunch \$12.00 and Dinner \$25.00. (For All Meals during the Conference).

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 > Forms > Travel > Travel Meal Reimbursement Rates. Receipts must be provided for all meals.

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.

Any Meals provided by the conference will not be eligible for reimbursement.

Receipts must have the following:

Revised

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 for incidentals:

The employee will need to provide a personal credit card for incidentals to the hotel. 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 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 Forms>Financial>eSupplier. (Link: <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 absence request must be attached to all personal reimbursements for travel.

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.

## ESupplier

<https://esupplier.erp.delaware.gov>

### New to eSupplier (Never registered)

Employee New Registration Guide (follow directions found in FAQ's)

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 in eSupplier

Unless you have had a name, address or banking information change you do not have to update your information.

If you have had a change in any of your information you need to contact the State of Delaware, Division of Accounting, eSupplier Team (302 672 5000) to get your Access code and eSupplier ID

After you have the Access Code you will complete eSupplier Establishing User ID and Password – (directions can be found in the FAQ's) After completing you will receive confirmation from the Division of Accounting. You will then need to complete Employee Change Request Guide (directions can be found in the FAQ's). After you submit you will receive a confirmation from the Division of Account.