

# Private Non-Profit Schools

## TRAVEL ARRANGEMENTS AND REIMBURSEMENTS

Travel expenses will be submitted to ESC Region 11 for reimbursement.

Please adhere to the ESC 11 travel guidelines below:

### HOTEL ACCOMMODATIONS

- Hotel accommodations will be made by ESC Region 11, and paid for via credit card before the traveler's arrival. If you book your own room, you will be responsible for the charges at check in, and reimbursed.
- Traveler's will only be reserved rooms that are at the GSA state rate. Should you prefer to occupy a room that is over the state rate, you will be responsible for reserving the room, paying for the hotel charges, and being reimbursed at the state rate amount, upon return.
- You will be responsible for incidental expenses charged to your room.
- You must provide a Hotel Occupancy Tax Exempt Form upon check-in, if travel is in-state. The form will be provided in your travel packet.
- Please ask the hotel to provide you with a receipt with detailed charges.

### MEAL REIMBURSEMENTS

- Meals cannot be reimbursed for non-overnight travel. Overnight travel is only allowed if the event is over 50 miles from your campus.
- Gratuities are not reimbursable.
- Meal receipts must be itemized showing what was purchased and cost for each item. **A credit card receipt or other receipt just showing a total amount cannot be accepted.**
- Alcoholic beverages should be on a separate receipt. Receipts with alcohol will not be reimbursed.
- You must provide ESC Region 11 with a copy of the original itemized receipts. Non-itemized receipts WILL NOT be reimbursed.
- You are only allowed to be reimbursed for one meal per each mealtime unless you are purchasing food items for your current meal and additional food items for another mealtime. For example, you may purchase 2 meals at lunch if you will be having one of those meals for dinner.
- If you would prefer not to eat out on your trip, you do have the option to purchase food for your entire stay from grocery/convenience stores.
- **IF YOU ARE PAYING FOR ANOTHER INDIVIDUAL'S MEAL, PLEASE SPECIFY WHO YOU ARE PAYING FOR. ALSO, IT MUST BE ON A SEPARATE RECEIPT. IF SEPARATE RECEIPT ARE NOT SUBMITTED, REIMBURSEMENT WILL NOT BE ALLOWED.**

### TRANSPORTATION

- Taxi/shuttle/bus – to/from airport and host hotel will be reimbursed.
- **Rental Car:**
  - Rental car fuel will be reimbursed. **Fuel must be purchased prior to returning to Enterprise.**

- If Enterprise upgrades your vehicle, please make sure ESC Region 11 will not be charged for the upgrade.
  - Uber, Lyft, shuttle, and train charges will be reimbursed, IF the charges are within the dates and times of the event you are attending. Tips/Gratuities will not be reimbursed.
  - Travelers are encouraged to carpool and share transportation services, when possible
- **Mileage Reimbursement:**
    - If you choose to drive your personal vehicle, you will be reimbursed the lesser amount on the Trip Optimizer.
    - You will need to submit printed directions from the electronic mapping source, Google Maps, from school location to the hotel and back to your school. If the travel occurs on a weekend, you are allowed to calculate mileage from your home.

## FLIGHTS

- **FLIGHT ARRANGEMENTS WILL NEED TO MADE BY THE TRAVELER, AND WILL BE REIMBURSED WHEN THE RECEIPT IS SUBMITTED UPON RETURN.**
- Boarding passes **must** be provided to ESC Region 11. If using electronic boarding pass, take a screen shot of it before loading or print from email confirmation.
  - Luggage fees will be reimbursed.
  - Preferred seating is not reimbursable.

## TOLL FEES

- Toll Road fees will **not** be reimbursed.

## PARKING

- Hotel, conference and airport parking are reimbursable, with receipts.
- Valet parking is **not** eligible allowable, unless needed for medical reasons, or if no other parking option is available.

## **Action Step checklist.**

- **Print off W-9 form and return completed to the ESC with PNP reimbursement packet, via link provided with your travel packet .**

**All reimbursement packets must be returned within 5 days after travel has occurred.**

Please contact Corya Campbell [ccampbell@esc11.net](mailto:ccampbell@esc11.net) or Griselda Antu [gantu@esc11.net](mailto:gantu@esc11.net) if you have any questions regarding your travel or our processes.

Travel reimbursement will take 2 weeks from the time paperwork has been received. Incomplete paperwork may result in a delay of payment. A check will be mailed to the address on your W-9 for your reimbursement payment.