

## Internal Control Improvements: **Effective July 1, 2014**

A grace period or first warning will be allowed in order to allow employees to become familiar with some of the new requirements.

### **Workshop Travel**

#### **Out of District Travel:**

- All upfront expense requests –
  - Must be approved by a supervisor – not just the person going on the trip
  - Must be accompanied by 3<sup>rd</sup> party documentation of proof of conference.
  - A prior approval form for each employee going on the trip must accompany the request
- Any mileage reimbursement related to a meeting/workshop out of Iredell County should be on a Prior Approval form NOT the Monthly Travel Report.
  - If out of county travel is submitted on the Monthly Travel Report, it will be deducted from the total and not paid
- If mileage is the only reimbursement request for an out of district workshop or event, some form of outside evidence must be provided to prove that the conference/workshop was held on the dates and at the location submitted.
  - The mileage reimbursement should be submitted on a Prior Approval Form
- All hotel receipts must indicate a zero balance due
- Conference Agenda or Certificate of Attendance should accompany the final expense reimbursement requests

#### **General Guidelines/Procedures:**

- NO ineligible expenses should be on the same receipt as eligible expenses. If so, NO reimbursement will be allowed (including the eligible expenses).
  - All alcohol purchased at dinner should be paid for on a separate tab and not included on your meal receipt
- Forms must be completed in their entirety.
- Employees can ONLY incur expenses for themselves.
- If an employee needs assistance making flight or hotel reservations the district can make arrangements for them
- If a hotel is booked and there is a no-show charge, that employee is responsible for the charge

### **Gift Cards**

- NO purchases allowed with district or school funds
- Below are the only exceptions:
  - Gift cards purchased using a school's 'Social Fund'

### **Reimbursements to Employees**

- No personal expenses should be included with proper district expenses
  - If a personal expense is on the same receipt as the district expenses – the employee will NOT be reimbursed for any of the purchase
- All products should be shipped to a school/admin location. NO reimbursement will be paid if the invoice indicates the item was shipped to a non-district location.

### **Mileage**

- All 'in district' mileage must use the district mileage chart for mileage between district locations. This chart is (will be) posted on the Finance Dept webpage.
  - Reminder – commuting mileage is not eligible for reimbursement
- If the trip mileage is to include a 'return' trip (from ADR to Race St. and return) – that fact must be noted so that the mileage requested can be easily verified.
- List all to and froms separately – NOT from ADR to TCE to East Elem to ADR all on one line.
- MUST use the current form. Current forms are available on the Finance Dept webpage and are updated for any changes in mileage, meal and hotel reimbursement rates.
  - If an old/outdated form is used then the old/out dated reimbursement rate will be used as well.
- MUST submit mileage reimbursement requests monthly or they will NOT be paid

EMPLOYEE REIMBURSEMENTS WILL BE DIRECT DEPOSITED