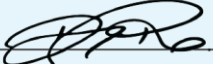




Policy and procedure

Approved: , Executive Director

Subject: Employee Expense Policy and Instructions

Effective date: February 2023

Questions: Program Director, Accounting – Aisha Sayles Ext 6730

PURPOSE

This policy establishes the standards for DRCOG employee expense claims. The information herein supersedes all previous policies and procedures.

GENERAL

In order to be reimbursed for any business related out of pocket expense, an employee expense report must be submitted in Acumatica.

Such expenses may include, but are not limited to:

- **Travel** – Mileage to and from the airport, airport parking, airfare, lodging and per diem are reimbursable with prior purchase order (PO) approval. Proper documentation to substantiate all costs (except for mileage and per diem) must be attached to the expense claim. Please see the travel policy posted on Cognizance for more details related to business travel policies and procedures.
- **Mileage** – Mileage is reimbursable by submitting an expense claim at the current Internal Revenue Service (IRS) suggested rate *without* prior approval through the PO process or supporting documentation; however, each employee is expected to keep a log of any mileage expense incurred should there be a request for back up from either management or auditors.

When working from home, the employee can request reimbursement for business mileage in excess of mileage that would be incurred commuting to and from the office on any given day. For example, if your round-trip mileage from your home to the office is 35 miles and you travel 65 miles one day for business when working from home, 30 miles reimbursable. This is termed the IRS Commuting Rule. As a recipient of federal grants, DRCOG has been advised by our auditors to follow this policy.

This rate is adjusted in January of each year by the IRS. The rates for 2023 are currently \$.59 for UPWP and \$0.655 for all other programs. DRCOG maintains the current IRS rate in Acumatica. When you select your project, the correct rate will auto populate.

- **New hire employee lunches** – Each supervisor is encouraged to take new members joining their team to lunch; preferably in the first week of employment. New hire employee lunches are reimbursed up to a total of \$75.00. An expense claim can be submitted with prior purchase order approval. An itemized receipt must be submitted with the expense claim along with the names of those who attended the lunch. Credit card payment slips will not be accepted. Tips are reimbursed at 20% of the total bill.



- **Parking** – Business related parking for meetings and travel can be reimbursed through an employee expense report. A PO is typically not required for parking reimbursement; however, a receipt is required for parking in excess of \$20.00 at one location. While traveling, receipts are required for airport parking in order to be reimbursed. Please see the travel policy on Cognizance for more details.
- **Professional Memberships** - Each DROCG employee, with approval from their division director, may be reimbursed up to \$400 annually for a professional membership related to their job duties. The membership must be held in the employee’s name and not DRCOG’s name to be reimbursed. In most instances professional memberships can be paid through an approved PO with the DRCOG credit card. In some instances, some employees may pay out of pocket for their professional membership. In this case an expense claim may be submitted up to \$400 after PO approval. Documentation of the paid membership expense must be submitted with the expense claim.

ADDITIONAL INFORMATION

- Expense reports **must** be submitted for all travel/ training expenses if a travel advance was given, even if there is no reimbursement due.
- All expenses, with the exception of parking and mileage, must be pre-approved by submitting a purchase order request in Acumatica.
- When creating your purchase order for an employee expense, you will need to select “Employee” for the purchase order type.

[Purchase Orders](#)
Employee 002959 - Jenny Dock

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Type:	Employee ▾	Vendor:	V1120 - Jenny Dock
Order Nbr.:	002959 🔍	Location:	MAIN - Primary Location

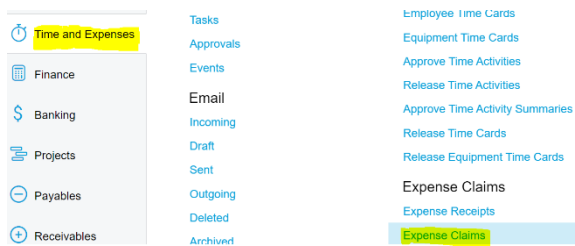
- Out of pocket expenses, including mileage, must be submitted within **one (1) month** of incurrance or within **two (2) weeks** of a project closing if the expense is to be charged to that project.
- Expense reports must be submitted the same day timesheets are due to be eligible for payment during that pay period. Please see the payroll calendar on Cognizance for timesheet due dates.
- Expense reports must be approved by your supervisor before submittal to the accounting department.
- Multiple PO’s can be included on one expense claim. To find the related PO number for your expense claim in Acumatica, go to Purchases > My Purchase Orders

EXPENSE CLAIM REQUIREMENTS

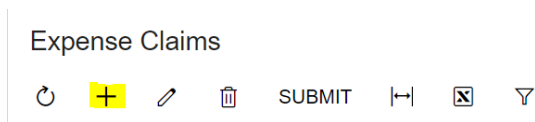
- **Project Number** (and task when applicable) – Please check with your supervisor to ensure proper allocation of expenses to projects and tasks.
- **Description of Expense** - include the expense type, purpose, and the names of meeting attendees if seeking reimbursement for a meeting. This can be attached to the expense report as a memo or in the “Notes” section of Acumatica.
- **Mileage** - input the number of miles for which you are requesting reimbursement. Each day of mileage must have its own line item with a description of the location traveled to. If mileage is related to an AAA home visit, please use the client’s initials only in the description field.
- **Advances** – Check the “Paying Back T.A” box only if you received a cash advance for travel. Acumatica will calculate the amount of the total expense claim less the advance for reimbursement. If the advance is more than the total expenses incurred, you must pay back the difference (see the accounting department for instructions). If expenses exceed the advance, DRCOG will issue a reimbursement on the next pay cycle (the 5th or 20th).
- **Itemized Receipts** – as noted previously, back up is required for all expense claims except for mileage, parking under \$20 at one location, and per diem.

HOW TO CREATE AN EXPENSE REPORT

In Acumatica, go to Time and Expenses > Expense Claims



Then click on the “+” button at the top of the expense screen



Now you are ready to enter your expense claim!



Below is an example of how you will fill out the top portion of your expense claim regardless of what type of expense you are seeing reimbursement for:

Expense Claim
000559 - Your Name will show here

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Reference Nbr.: 000559	Claimed By: This Will Auto Fill with your name/ID	Claim Total: 1,212.75
Status: On Hold <small>Status will say "on Hold" until you hit the submit button</small>	Department ID: This Will Auto Fill with your Division	Tax Total: 0.00
* Date: 2/1/2023	* Customer:	<input type="checkbox"/> Paying Back T.A. <small>Check this box only if you received a travel advance</small>
Approval Date:	Location:	Comment:
* Description: Annual Conference Expenses - Enter a short description of what the claim is for		

DETAILS TAXES FINANCIAL APPROVALS

Note: Comments on the top portion of the expense claim are optional but appreciated

Mileage Line-Item Detail

EXPENSE CLAIM DETAILS													TAX DETAILS		FINANCIAL DETAILS		APPROVAL DETAILS	
Date	*Project/Co	Project Task	Associated PO	As: PO Lin	*Expens Item	*Expens Accoun	*Description	Quanti	Unit Cost	UOI	Amour	Billa	Status					
1/17/20	638023	DEFAU...			MILEA...	5320	Eims Haven C...	31.70	0.655	E...	20.76	<input checked="" type="checkbox"/>	Open					

Note: Add consecutive lines for each day you seek reimbursement for. Receipts are not required for mileage.

Business Expense Line-Item Detail

EXPENSE CLAIM DETAILS													TAX DETAILS		FINANCIAL DETAILS		APPROVAL DETAILS	
Date	*Project/Co	Project Task	Associatec PO	As: PO Lin	*Expens Item	*Expens Accoun	*Description	Quanti	Unit Cost	UOI	Amour	Billa	Status					
5/31/20	503022	TASK01	002370	1	ADVREC	5720	Advertising - R...	8.00	253.130	E...	2,025.00	<input checked="" type="checkbox"/>	Released					

Travel Line-Item Detail

EXPENSE CLAIM DETAILS													TAX DETAILS		FINANCIAL DETAILS		APPROVAL DETAILS	
Date	*Project/Cc	Project Task	Associatec PO	As: PO Lin	*Expens Item	*Expens Accoun	*Description	Quanti	Unit Cost	UOI	Amour	Billa	Status					
10/9/20	658023	DEFA...	002613	1	CONF	5731	Airfare for Nati...	1.00	365.000	E...	365.00	<input checked="" type="checkbox"/>	Released					
10/9/20	658023	DEFA...	002617	1	CONF	5731	Hotel - 00261...	1.00	945.690	E...	945.69	<input checked="" type="checkbox"/>	Released					
10/9/20	658023	DEFA...	002617	2	CONF	5731	Transportation...	1.00	58.000	E...	58.00	<input checked="" type="checkbox"/>	Released					
10/9/20	658023	DEFA...	002617	3	CONF	5731	DIA Parking -...	1.00	32.000	E...	32.00	<input checked="" type="checkbox"/>	Released					

Note: Multiple PO's can be included in the same expense report. Also, although CONF is used for each expense line-item, it is important to include the corresponding line-item number reflected on the approved PO.