

# EMPLOYEE TRAVEL & WORK-RELATED EXPENSE REIMBURSEMENTS MANUAL



DEPARTMENT OF FINANCE  
EFFECTIVE DATE: JULY 1, 2017

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## Section I - Purpose

The primary means of purchasing valid goods and services necessary for conducting Board business is the procurement process and the employee reimbursement process. This manual addresses the employee reimbursement process, including petty cash and employee mileage reimbursement. The following protocols and related procedures need to be complied with; however, they are not intended to address every situation.

### Introduction

The Employee Travel and Work-Related Expenses Manual details the travel and work-related expense guidelines enacted under Board Report #17-0726-PO1. The intent of this manual, at a minimum, addresses the following core functions:

1. Procedures for approval of employee travel and work-related expenses.
2. Audits of employees travel and work-related expenses, including audits of the approval process.
3. Reconciliation with grant expense reimbursement procedures.
4. General travel and work-related expense guidelines.

### Guidelines

1. This document implements the provisions of the Employee Travel and Work-Related Expense Reimbursements policy, **17-0726-PO1**, approved by the Board on **Wednesday, July 26, 2017**.
2. The enacted policy is in compliance with provisions enacted by the State of Illinois under the Local Government Travel Expense Control Act, 50 ILCS 150/10 et. seq.
3. The guidelines and rules stated in this manual apply to the board members, employees, and affiliates of the Board of Education of the City of Chicago. If reimbursement will come from a grant fund, employees must follow the specific grant policy.
4. As a sales tax exempt entity, the Board of Education of the City Chicago, Chicago Public Schools District #299, does not reimburse for sales taxes in the State of Illinois.
5. The following procedures must be adhered to; however this manual may not address every situation.

## Section II - Definitions

- A. "Travel expense" is defined as any expenditure directly related to official travel by employees and officers of the Board involving reimbursement to travelers or direct payment by the Board to private agencies providing transportation or related services.
- B. "Entertainment" is defined as any activity inclusive of, but not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- C. "Non-Reimbursable" is defined as an expenditure not allowable for employee reimbursement because the item(s) have been deemed as inappropriate or unnecessary for conducting Board business, or is required to be purchased through the CPS Procurement process.
- D. "Reimbursable" is defined as an allowable expenditure which is not required to be purchased through the CPS Procurement process.
- E. "Employee" means any person working for the Board as an officer, teacher, principal, assistant principal, certified administrator, educational support personnel, or seasonal employee, regardless of whether employed on a full-time or part-time basis.
- F. "Stringing" is defined as the submission of multiple receipts for the same event, resulting in multiple DRs, as to avoid secondary review and approval.
- G. "Internal Accounts" is defined as an individual school-based bank account authorized by the Chief Financial Officer and monitored by the Controller.
- H. "Book Transfer" is defined as the process of transferring funds from internal accounts to a specified budget line.
- I. "ServiceNow" is the internal electronic request and ticketing system used to submit reimbursement requests to the School Support Center (SSC).
- J. "iExpense" is the designated financial system, an Oracle module used to input, track, and approve employee expenses.
- K. "Department Head" is defined as a Principal, Unit Director, or other such officer charged with approving expenses on behalf of a CPS unit.
- L. "School Support Center" is the finance, accounting, and administrative support department dedicated to school-based employees.

## Section III - General Reimbursement Procedures

### General Guidelines

The reimbursement process is one of the primary means of purchasing goods and services necessary for conducting Board Business. The following guidelines must be followed to ensure prompt reimbursement:

- A. **A single invoice and/or event must be included in a single reimbursement request.** Breaking up of a reimbursement associated with the same event (*e.g. Graduation*) or using a single invoice multiple times constitutes stringing and is in violation of the rules established under this manual. Violations of the Board's reimbursement policy will not be tolerated and will be referred to the Inspector General's Office and may lead to discipline, up to and including termination of employment.
- B. All reimbursement requests must be submitted and entered into the designated financial system **within 60 calendar days of purchase/return or within the current fiscal year, whichever ends earlier**; exceptions will not be made. Reimbursements submitted and entered after 60 calendar days from purchase/return or after the current fiscal year, whichever ends earlier, will be rejected from the system and will not be reimbursed.
- C. All reimbursements will be reviewed and approved by the department head. All cumulative reimbursements \$500.00 and greater will undergo a departmental review and have a second level of approval by the Finance Department. A cumulative reimbursement is the total of all expenses related to one event (*e.g. Graduation*) or invoice.
- D. All reimbursements will periodically undergo a department review by the Finance Department.

### Reimbursable Expenses

- A. Employees may be reimbursed for reasonable and necessary work-related expenses.
- B. The CEO or designee may from time to time freeze or restrict types or categories of reimbursable work-related expenses.

### Non-Reimbursable Expenses

The following expenses are not deemed reasonable or necessary work-related expenses and shall not be reimbursed:

1. Gifts/Gift Cards/Flowers/Floral Arrangements/Plants/Decorations
2. Alcoholic Beverages/Tobacco Products/Controlled Substances
3. Entertainment Expenses
4. Personal Items
5. Sponsorships/Donations
6. Appliances (e.g., microwaves, refrigerators, coffee makers)
7. Kitchen Textiles (e.g., napkins, cups, utensils used in break rooms)
8. Office Décor Items
9. Traffic Citations/Parking Violations/Fines and Penalties
10. Parking/Travel to and from Work (except in special circumstances where personal vehicle is needed to conduct official business for a portion of the work day.)
11. Car Washes
12. Cash Advances/Wire Transfers/Money Orders
13. Capital Equipment/Construction
14. Software and Related Licensing Agreements
15. Professional or Trade Licenses Required for Employment
16. Furniture
17. Textbooks
18. Computers, TVs, iPads, Laptops, Printers, and other electronic equipment
19. Any other item(s) deemed inappropriate/unnecessary for conducting CPS business or required to be purchased through the CPS Procurement process.

## Restricted Expenditures

### A. Food/Refreshments/Food Supplies

It is the general practice of Chicago Public Schools to support and enhance all educational activities which are focused upon the improvement of student achievement. Therefore, it is the policy of the Board that no food or refreshments (*except water*) for meetings and training activities for CPS employees can be purchased using Board funds unless one of the following criteria has been met:

- a. Food and/or refreshments are for the benefit of students and parents.
  - b. Grants which specifically state the funds can be used for the purchase of food.
  - c. Funds collected for future professional development sessions must be deposited in a school's internal accounts. A book transfer can be done to move the funds in the budget for reimbursement via iExpense.
  - d. The food and/or refreshment must be funded by fees paid by the individuals participating in the activity and that portion of the fees allocated for food/refreshments must be identified.
- B. All funds used to pay for food or refreshments must be properly approved by department heads prior to expenditure.

## Professional Memberships

- A. Payment for membership in a professional organization requires that the membership include the name of the Board or the title of the position, Board issued contact information (e-mail, phone, etc.), and payment remittance to a Board unit (school or central office). An Individual shall retain such Board-sponsored membership only while they remain in the named position.
- B. Payment for membership in professional organizations will be determined by department heads and approved by the Chief Executive Officer, taking into consideration the relevance of the organization.

## Section IV - Reimbursement Types

### Employee Reimbursements

- A. An employee is any individual whom is employed by the Board. Employee reimbursements must be completed on the Employee & School Reimbursement Form. Individual employee purchases must be reimbursed through iExpense.
- B. All expenses for professional development, training, workshops, etc. are reimbursed upon completion of the course. Proof of completion/attendance is required. Proof of completion/attendance includes conference ID and/or certificate of completion.

### CTU Allowance

- A. All teachers shall receive an allowance of \$250.00 to be used for classroom related purchases (e.g. instructional supplies). Teachers shall use the tax-exempt status of Chicago Public Schools to avoid paying taxes on these purchases.
- B. Teachers must submit supporting documentation (e.g. receipts, invoices) for classroom related purchases to the SSC via a ServiceNow request for reimbursement.
- C. All supporting documentation related to this allowance will be subject to annual internal and external audits. Lack of adequate supporting documentation for the remitted allowance will be noted as an audit exception.

## School Reimbursements

School reimbursements must be completed on the Employee & School Reimbursement Form. Schools will not reimburse individual employees for purchases directly with their internal accounts. To reimburse individual employee purchases, schools must submit a ServiceNow request to the SSC to initiate a book transfer. Once funds have been transferred a ServiceNow request should be created to facilitate reimbursement through iExpense. Schools will only reimburse parents for purchases made on the school's behalf if the purchase is related to the Parent Advisory Council (PAC).

The following additional documentation is required for School Reimbursements:

- A. Proof of school check clearing the bank account
- B. For food reimbursements related to PACs, the school is required to submit a proof of attendance (e.g.: sign-in sheets)

## Parent Travel Reimbursements

- A. Parents must seek approval of a travel request from the School Principal at least four (4) weeks prior to travel. All parents on conference travel must adhere to the Board's Travel Policy.
- B. Parents who intend to use any mode of travel other than car travel (e.g. air, bus, train) must provide dates of conference to the school. The school must process a Purchase Order to procure the travel ticket. Reimbursement requests for travel fare will not be approved.
- C. Parents who opt for a reimbursable mode of travel must submit a completed and signed Parent Conference Leave Reimbursement Form. All travel expenses (except travel fare and lodging) for parent conferences are reimbursed upon return from a conference. Proof of conference completion/attendance is required. Proof of conference completion/attendance includes conference ID or certificate of completion.

## Parent Transportation Reimbursements

- A. Eligible parent transportation reimbursements are only available to parents whom must drive their children to/from a school which does not offer standard student bus transportation services. Parents must submit a completed and signed Parent Request for Personal Transportation Reimbursement Form to the Principal for approval.
- B. Payment to parents will be made from the school's internal accounts upon approval of the request form.
- C. When a school submits a School Reimbursement for a Parent Transportation Reimbursement all supporting documentation must be submitted. Schools should submit School Reimbursements as they are received.

## Employee Travel Reimbursements

- A. Guidelines for travel reimbursement are listed under the Travel Procedures portion of this manual. All travel reimbursement requests must be completed on the Travel Reimbursement Form.
- B. Travel guidelines pertain to travel within and outside of the City of Chicago.
- C. Each employee must list the expenses for their travel on their own Travel Reimbursement Form. However, if one employee pays for a room shared with another employee, only one of the employees needs to include the lodging expense on their form.
- D. Travel expenses are reimbursed within 30 days of submission in iExpense. Additional documentation requests and audits by the Finance Department may extend the timeline for reimbursement.

## Board Member Expenses

- A. Board Report #17-0726-PO1 applies to Board members and Board staff.
- B. Board members shall submit requests for travel and work-related expenses to the Board for a roll call vote in an open meeting.

## Section V – Review, Approval, & Payment Process

### Review

It is the responsibility of the preparer to ensure that a reimbursement form is complete and that adequate documentation has been provided to support that the expenditure is a valid Board business expense. The Preparer needs to review for the following:

- A. Timely submission of the reimbursement request (within 60 calendar days of purchase/return);
- B. Proper forms, supporting documentation, and reasons for purchase;
- C. Mathematical accuracy;
- D. Original receipts;
- E. Signed reimbursement form by Payee and Approver (principal/department head);
- F. Proper allocation of expenses according to budget procedures and to the proper budget category; and
- G. Escalation to the Finance of any expenses which appears to be out of the ordinary (i.e. abnormally large expenses, poorly documented expenses, purchases not generally required for Board business) for a more focused review.

### Approval

The Approver on the Employee Reimbursement Form must be the same Approver in iExpense:

- A. Approver (principal/department head) reviews for completeness, supporting documentation, expenses in accordance with policy, and proper level of approvals prior to submission for payment.
- B. The Approver's signature must be original – copies/stamped approvals are not acceptable, nor is delegation of review.
- C. Approvers cannot approve their own expenditures.
- D. All reimbursements \$500 and greater will undergo a departmental review and have a second level of approval by the Finance Department.
- E. Approval Process (iExpense):

**Example: Approval path for expenses less than \$500**

Requester	Reviewer	Approver – 1	Approver - 2
Teacher	School Support Center	Principal	
Teacher	School Support Center	Principal	Grants Administrator
Central Office Employee	(Routes to Approver)	Director/Chief	

**Examples: Approval path for expenses greater than \$500**

Requester	Reviewer	Approver – 1	Approver – 2	Approver – 3
Teacher	School Support Center	Principal	Finance	
Teacher	School Support Center	Principal	Grants Administrator	Finance
Central Office Employee	(Routes to Approver)	Director/Chief	Finance	

### Funding Authorization

- A. The appropriate reimbursement form must include the budget line and pre-approval signature.
- B. It is the responsibility of both the requester and approver to verify available funding levels prior to submitting to Finance for reimbursement.



## Supporting Documentation

Completed and signed reimbursement forms and supporting documentation for allowable business expenditures must be submitted **within 60 calendar days of purchase/return** to his/her manager for approval (*prior to submission for payment*). Each expenditure shall be substantiated by the following supporting documentation:

- A. Reason and purpose of the purchase, as well as why the item was not purchased via the normal purchase order/procurement process.
- B. Original receipts, which include vendor name, date of purchase, itemized with exact dollar amounts.
- C. Additional supporting documentation (packing slips, credit card/bank statements, etc.) may be requested if the reimbursement is selected for departmental review by the Finance Department.
- D. Employee and Approver signature which also acknowledges the business appropriateness of the expenditure.

## Payment Process

- A. Expenditures are processed for payment after reimbursement forms and supporting documentation have been properly reviewed and approved.
- B. Employees who receive their bi-monthly pay via direct deposit will also have their approved expenses reimbursed by direct deposit or via the payment method that is set up.
- C. Schools will receive their approved expenses via direct deposit to their internal accounts.
- D. Parents will receive their reimbursement via check from the school's internal checking account.
- E. After payment, all original supporting documentation must be maintained by the unit. Future audits will require proof of originals.

## Section VI - Travel Procedures

### General Requirements

- A. Travel which requires transportation (e.g. air, train, and bus), lodging, and/or car rental should be procured through one of Chicago Public Schools' approved travel agencies. Please check in Oracle for the current selection of travel agencies.
- B. When an individual has occasion to travel on behalf of and for the benefit of the Board, the employee is expected to exercise good judgment in managing travel costs and make every effort to ensure that the cost of travel arrangement is the most economical available.
- C. All travel is subject to funding availability for reimbursement from the employee's department budget.

### Appropriate Travel Purposes

The Board recognizes the following as appropriate travel purposes:

- A. Delivery of legislative testimony
- B. Lobbying on behalf of the Board
- C. As a requirement for grant funding
- D. Presentations on behalf of the Board
- E. Participation in legal proceedings as determined or requested by the General Counsel
- F. Recruitment of personnel on behalf of the Board
- G. Meeting with bond rating agencies and other regulatory bodies
- H. Business meetings with non-local vendors
- I. Travel is permissible to attend conferences, meetings, seminars, or training sessions where:
  - a. The topic is of critical interest to the Board;
  - b. Representation at the conference is in the interest of the Board; or
  - c. The topic is related to an employee's professional development or job duties

### Travel Approval Procedure

- A. A Travel Approval Request must be submitted in iExpense **at least four weeks (4) prior to the date of departure.**

#### Examples: Approval path for travel requests

Requester	Approver – 1	Approver – 2	Approver - 3
Teacher	Principal	Network Chief	Internal Audit
Principal	Network Chief	Internal Audit	
Network Chiefs	Chief of School Operations	Internal Audit	
Central Office Employee	Department Head	Central Office Chief	Internal Audit

- B. Principals or department heads (supervisors signing off on travel for employees in their department) are responsible for ensuring that travel expenditures strictly adhere to guidelines.
- C. Exceptions to the four-week rule must be approved by the employee's department head. Due to the multiple levels of travel approval, exceptions are not guaranteed for approval.
- D. If travel outside the 48 contiguous states is required, the employee must receive approval from the Chief Executive Officer or his/her designee.

## Emergency Travel

The Board recognizes that employees are not always given advance notice regarding travel opportunities. In cases where employees are required to be present on behalf of the Board, the above stated Travel Approval Procedure can be waived. The employee(s) requesting to travel are required to comply with Section VII – Travel Expenses of this manual and are required to submit with their reimbursement a letter from a Division Chief stating that the employee(s) travel was an emergency and travel was required on behalf of the Board.

## Travel within the City of Chicago

- A. Reasonable travel expenses related to travel within the City of Chicago approved and budgeted by the employee's department head will be reimbursed. The travel must be directly related to an employee's job responsibilities. Factors the unit manager shall consider are:
  - a. Distance;
  - b. Need to transport materials; and
  - c. Other unique circumstances.
- B. Reimbursements will only be made for official Board business travel-related expenses. Reimbursement will be for travel from the point of departure to the point of arrival for the lowest cost means available.
- C. Public transportation is encouraged.
- D. The department head shall only approve the less expensive option between public transportation, taxicab (or similar car for hire service), and personal car usage, taking into consideration gas and parking fees.
- E. No reimbursement shall be permitted for events of a purely social or political nature.

## Section VII - Travel Expenses

### Conference Fees

#### Reimbursable Expenses

Reimbursement will be for all reasonable conference-related fees with appropriate proof of conference attendance and original receipts, where applicable. Every effort should be made to receive early registration or government discounts, if available.

#### Restricted Expenses

- A. Payment of registration fees should be made through the purchase order process when the sponsoring organization is a CPS vendor.
- B. Payment for conference rooms for meetings should be made through the purchase order process. This expense will not be reimbursed.

### Transportation

#### Reimbursable Expenses

- A. Common Carrier (air, train, bus)
  - a. The standard airfare rate is set at the GSA rate under the [City Pair Program](#). City Pair Program rates can be found at <https://cpsearch.fas.gsa.gov/>. For detailed information regarding how to search the City Pair Program please refer to [Appendix A – Estimating Transportation Expenses](#).
  - b. One (1) baggage fee will be reimbursed. Any subsequent baggage fees are the responsibility of the

traveler.

- c. Train and bus will be rates will be reimbursed at the face value for a coach ticket.
- B. Ground Transportation (Taxi, Uber/Lyft, Public Transport)
  - a. Public transportation is encouraged.
  - b. Reimbursement will be for travel from the point of departure to the point of arrival for the lowest cost means available.
  - c. Reimbursement for gratuity is covered under Meals and Incidental Travel Expenses per diem rate.
- C. Cars (Personal)
  - a. Reimbursement will be for the “per mile” standard mileage rate set by the Internal Revenue Services (IRS) on an annual basis. Check [www.irs.gov](http://www.irs.gov) for the most up to date standard mileage rate.
  - b. “Per Mile” reimbursement includes the cost of gas, oil, insurance, repairs, and general maintenance.
  - c. Parking fees will be reimbursed up to \$25.00 per day for trips outside the City of Chicago.
  - d. Any personal vehicles used in the conduct of Board business must be insured in accordance with the laws of the State of Illinois. The employee’s insurance applicable to the automobile will be primary and the Board’s insurance programs are secondary, or excess. The Board is not responsible for any physical damage to an employee automobile, including any physical damage deductibles. Automobile incidents or accidents must be reported to the Board’s Risk Management department via telephone (773-553-3310) and in Verify, the Impact Incident Reporting System, within 24 hours.
  - e. All Board employees must wear seatbelts while in an automobile, van, truck, etc. and use hands-free wireless devices for cellular phones while conducting Board business.
- D. Cars (Rental)
  - a. Car rental is a reimbursable expense only when other modes of transportation are cost prohibitive, no other transportation is available or the ground transportation distance renders public transportation, taxi or other mode of transportation impractical.
  - b. Reimbursement will be for the midsize rental rate, and upgrades are not reimbursable. Board employees requiring the use of rental vehicle for Board business should arrange for physical damage insurance offered by the rental company. Any physical damage expenses not covered by the rental company such as the applicable deductibles will be covered by the Board. All incidents or accidents must be reported to the Board’s Risk Management department via telephone (773-553-3310) and in Verify, the Impact Incident Reporting System within 24 hours.
  - c. All Board employees must wear seatbelts while in an automobile, van, truck, etc. and use hands-free wireless devices for cellular phones while conducting Board business.
  - d. In the event the vehicle will be used to transport a student, the Board’s Student Travel policy must be followed. The student travel policy can be found at <http://policy.cps.edu/download.aspx?ID=211>.

## Restricted Expenses

The following convenience fees will not be reimbursed:

- A. Travel insurance
- B. Preferred seating changes
- C. Early boarding
- D. Flight changes
- E. Flight changes will only be reimbursed with prior department head approval in writing

## Lodging

### Reimbursable Expenses

- A. Hotel arrangements must be made by the unit under which a purchase order is issued when an individual is traveling overnight in excess of 250 miles round trip, on official Board business, outside of the traveler's official station. Exceptions to the 250 mile rule are:
  - a. Multi-day business meetings/conferences beyond 50 miles, one-way, outside the traveler's official station.
  - b. If documented business meetings extend past 8:00 PM, and then, resume again at 8:00 AM.
  - c. If weather conditions make a return trip unsafe, then an overnight stay will be reimbursed.
- B. Lodging reimbursement varies with the travel destination but all expenditures must be necessary and reasonable. Primary responsibility for ensuring the reasonableness of amounts reimbursed rests with the employee's department head. This includes ensuring that all travel expenditures have been approved at the appropriate level required.
- C. The standard lodging rate is set at 125% of the GSA rate for the city/county/region in which Board business is being conducted. The GSA rate can be located at <https://www.gsa.gov/portal/content/101518>. For detailed information on how to search for the GSA rate for lodging please refer to [Appendix B – Estimating Lodging, Meals, and Incidentals](#).
- D. Every effort should be made to receive early registration or government discounts, if available.

### Restricted Expenses

- A. Dinners, receptions, or social functions sponsored for attendees during evening hours are not included in the exception. Employees may attend these functions at their own expense. If they choose to be away from home overnight to attend these functions, lodging will not be reimbursable.
- B. Lodging expenses related to hotel arrangements will not be reimbursed to employees.
- C. First class accommodations are prohibited unless standard accommodations are not available within acceptable distance from the business location. First class rates require prior department head approval in writing.
- D. Hotel lodging in the City of Chicago or Chicago Metropolitan area (Cook, DuPage, Will, McHenry, Kane, and Lake Counties) will not be reimbursed.

## Meals and Incidental (M&IE) Expenses

### Reimbursable Expenses

- A. M&IE expenses are reimbursable on a per diem basis for overnight Board business travel outside the traveler's primary work location.
- B. The standard meal and incidental expenses per diem rate is set at the GSA rate for the city/county/region in which Board business is being conducted. Incidental expenses include fees, bellhop/waiter tips, taxes, valet, and transportation between lodging or business and places where meals may be taken. GSA rates can be located at <https://www.gsa.gov/portal/content/101518>. For detailed information on how to search for the GSA rate for M&IE please refer to [Appendix B – Estimating Lodging, Meals, and Incidentals](#).
- C. The M&IE per diem shall be paid directly to the traveler even where it can be shown that one traveler incurred expenses on behalf of another.
- D. On the first and last days, 75% of the M&IE per diem rate will be reimbursed per day.
- E. Job-related phone calls and internet usage will be reimbursed for business purposes only.

## Restricted Expenses

- A. Alcoholic beverages are prohibited.

## Maximum Allowable Travel Expenses

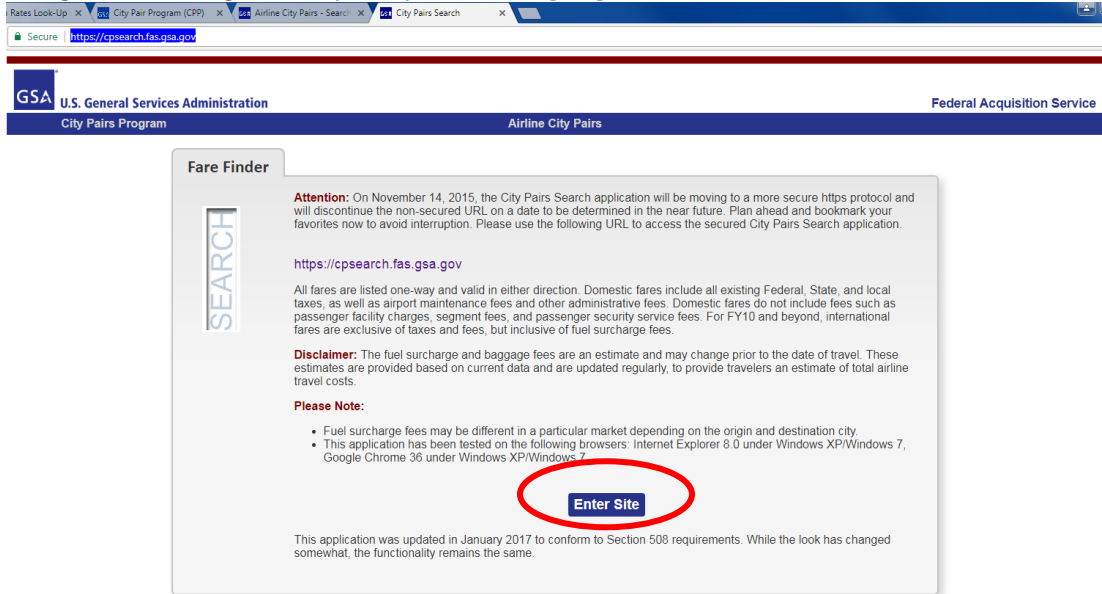
Employees shall make every effort to ensure that travel expenses are the most economical available. Travel expenses for official business may be approved by the following managers and in the following amounts:

- A. (Tier 1): Department heads, network chiefs and principals may approve the following types and amounts for travel expenses and for reimbursement:
  - a. Up to 100% of the United States General Services Administration (GSA) per diem rate for meals;
  - b. Up to 100% of the Internal Revenue Service Mileage Reimbursement Rate for use of personal vehicles;
  - c. Up to 100% of parking costs provided that there shall be no reimbursement for parking a personal vehicle for coming to and from work except in special circumstances where personal vehicle is needed to conduct official business for a portion of the work day;
  - d. Up to 100% of the cost of a coach ticket for common carrier (bus, train);
  - e. Up to 125% of the GSA Rate for lodging, rental cars, and airfare; and
  - f. The actual cost of taxi (or similar car for hire) plus up to 20% gratuity or other ground transportation (e.g., bus, train etc.).
- B. (Tier 2): The CEO or designee may approve up to 200% of the GSA rate for meals, lodging, and rental car fare and airfare provided that any such approvals are reported to the Chicago Board of Education in the month following their approval.
- C. (Tier 3): The Board may approve payment of or reimbursement for travel expenses for meals, lodging, rental car fare and air fare that exceed the maximum amounts established above. Such approval must be by a roll-call vote of the Chicago Board of Education in an open meeting.

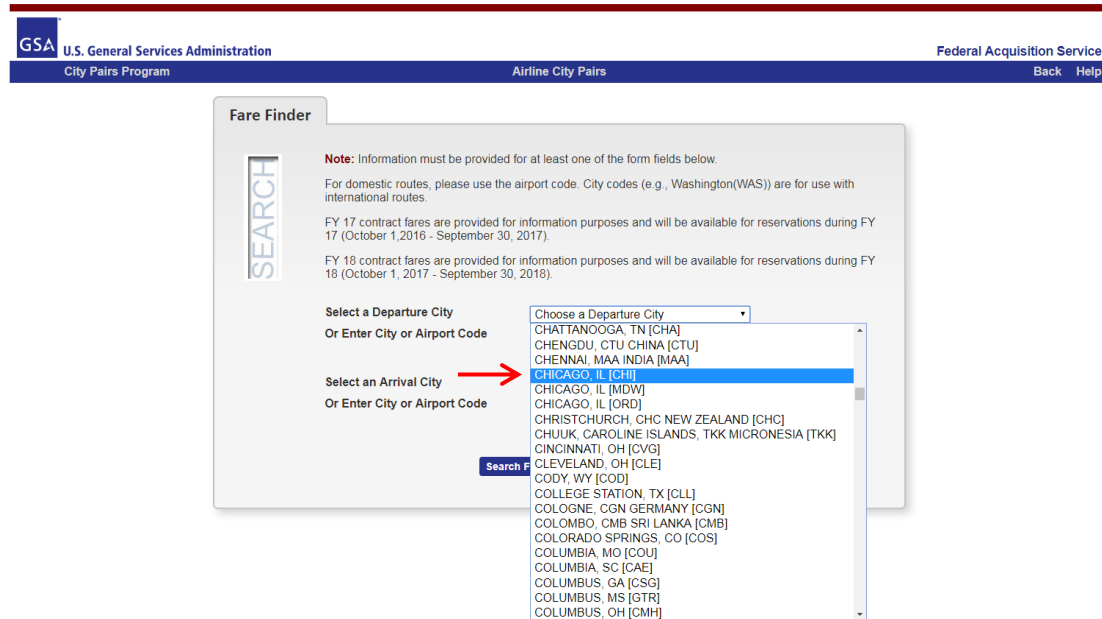
# Appendix A – Estimating Transportation Expenses

## Calculating Common Carrier (Air)

1. Using the following link: <https://cpsearch.fas.gsa.gov/>, click the **Enter Site** button.



2. Select a departure city from the dropdown list (*i.e. Chicago*).



- Next, select an arrival city (this is the intended destination) from the dropdown list. In this example, the arrival city is St. Louis, MO.

**Fare Finder**

**SEARCH**

**Note:** Information must be provided for at least one of the form fields below.

For domestic routes, please use the airport code. City codes (e.g., Washington(WAS)) are for use with international routes.

FY 17 contract fares are provided for information purposes and will be available for reservations during FY 17 (October 1, 2016 - September 30, 2017).

FY 18 contract fares are provided for information purposes and will be available for reservations during FY 18 (October 1, 2017 - September 30, 2018).

Select a Departure City: CHICAGO, IL [CHI]

Or Enter City or Airport Code:

Select an Arrival City: Choose an Arrival City

Or Enter City or Airport Code:

Search FY17

- CHICAGO, IL [CHI]
- SPRINGFIELD, IL [SPI]
- SPRINGFIELD, MO [SGF]
- ST. CROIX, VI [STX]
- ST. GEORGE, UT [SGU]
- ST. GEORGES/GRENADA, GND GRENADA [GND]
- ST. KITTS, SKB NEVIS [SKB]
- ST. LOUIS, MO [STL]**
- ST. LUCIA, SLU SAINT LUCIA [SLU]
- ST. MAARTEN, SXM NETHERLANDS ANTILLES [SXM]
- ST. THOMAS, VI [STT]
- STATE COLLEGE, PA [SCE]
- STAUNTON, VA [SHD]
- STAVANGER, SVG NORWAY [SVG]
- STOCKHOLM, STO SWEDEN [STO]
- STUTTGART, STR GERMANY [STR]
- SUN VALLEY, ID [SUN]
- SYDNEY, NEW S. WALES, SYD AUSTRALIA [SYD]
- SYRACUSE, NY [SYR]
- TAEGU, TAE REPUBLIC OF KOREA [TAE]
- TAIPEI, TPE TAIWAN [TPE]

- Next, click the **Search FY17** or **Search FY18** button. Please read instructions in the red box below regarding the fiscal year period. **PLEASE NOTE: The CPS fiscal year runs July 1, 2016 – June 30, 2017. Under federal regulations, travel taken from October 1, 2016 – September 30, 2017 is considered FY17 and travel taken October 1, 2017 – September 30, 2018 is considered FY18.** For this example, the travel date will be September 13, 2017, therefore the fiscal year will be FY17.

**Fare Finder**

**SEARCH**

**Note:** Information must be provided for at least one of the form fields below.

For domestic routes, please use the airport code. City codes (e.g., Washington(WAS)) are for use with international routes.

**FY 17 contract fares are provided for information purposes and will be available for reservations during FY 17 (October 1, 2016 - September 30, 2017).**

FY 18 contract fares are provided for information purposes and will be available for reservations during FY 18 (October 1, 2017 - September 30, 2018).

Select a Departure City: CHICAGO, IL [CHI]

Or Enter City or Airport Code:

Select an Arrival City: ST. LOUIS, MO [STL]

Or Enter City or Airport Code:

Search FY17 Search FY18

- The next screen will include the award list and will show the Origin (departure city) and the destination (arrival city). Next, each airport will show airline, awarded service (non-stop or connected flight), government YCA fare cost, government \_CA fare, government \_CB fare, contract effective [start] date of fiscal year and contract



expiration date of fiscal year.

GSA U.S. General Services Administration		Federal Acquisition Service						
City Pairs Program		Airline City Pairs						
<b>Award List</b> Origin: CHI Destination: STL Click the Fare link for Fuel Surcharge and Baggage Fees Hover over or click the "i" image for additional information.								
Origin Airport	Destination Airport	Airline	Awarded Service	Govt YCA Fare	Govt CA Fare	Govt CB Fare	Contract Effective Date	Contract Expiration Date
O'HARE INTL AIRPORT	ST. LOUIS	United	N	\$9.00	0.00	0.00	10/01/2016	09/30/2017
MIDWAY AIRPORT	ST. LOUIS	Southwest	N	178.00	100.00	0.00	10/01/2016	09/30/2017

Definitions of terms provided below:

- Awarded service** – N = non-stop, C = connect
- Govt YCA Fare** – Unrestricted Coach Fare (YCA): This is the lowest full 'Y' fare at which every coach seat is available for sale and may be purchased for one-way travel. An unrestricted coach fare is fully refundable and not subject to capacity controls, ticketing time limits, advance purchase requirements, minimum or maximum stay requirements, travel time limits, blackout periods or penalty.
- Govt CA Fare** – Capacity-Controlled Fare (\_CA): A fare that does not have the ticketing time limits, advance purchase requirements, minimum or maximum stay requirements, travel time limits, blackout periods, or change or cancellation fees. Capacity-Controlled Fare is only restricted by the availability of seats.
- Govt CB Fare** – \_CB Fare: The \_CB fare is the contract fare offered by carriers in some domestic and international markets for business class service. This fare is much higher than YCA or \_CA fares.

6. Select the rate, in accordance with the Travel & Work-Related Expense Reimbursements Manual. In the example, select the most economical rate, \$89.00.

GSA U.S. General Services Administration		Federal Acquisition Service						
City Pairs Program		Airline City Pairs						
<b>Award List</b> Origin: CHI Destination: STL Click the Fare link for Fuel Surcharge and Baggage Fees Hover over or click the "i" image for additional information.								
Origin Airport	Destination Airport	Airline	Awarded Service	Govt YCA Fare	Govt CA Fare	Govt CB Fare	Contract Effective Date	Contract Expiration Date
O'HARE INTL AIRPORT	ST. LOUIS	United	N	\$89.00	0.00	0.00	10/01/2016	09/30/2017
MIDWAY AIRPORT	ST. LOUIS	Southwest	N	178.00	100.00	0.00	10/01/2016	09/30/2017

- Calculate the fair estimate by selecting, the trip details (i.e. one-way or round trip and no check bags or one (1) allowable checked bag). In this example, a round trip flight from Chicago to St. Louis including one (1) checked bag is \$228.00.

**Fare Estimate Total**

Selected Fare Type: Unrestricted Coach Fare (YCA)  
 Origin: CHICAGO, IL, USA (O'HARE INTL AIRPORT)  
 Destination: ST. LOUIS, MO, USA  
 Carrier: United (UA)

---

**Calculate Your Fare Estimate** Military Disclaimer Disclaimer

Select Trip:  One Way  Round Trip \$178.00

Fuel Surcharge: \$0.00

First Checked Bag:  \$25.00 Effective Date: 10/01/2016 \$50.00

Additional Checked Bags:  \$35.00 Effective Date: 10/01/2016 \$0.00

Estimated Total Value: \$228.00

Exceptions: United Airlines Fee varies based on itinerary. For the latest checked baggage updates, please review all relevant baggage information at United Airlines (nongovernment website) before you travel. To determine first and second checked baggage service charges for your itinerary, use the baggage calculator. [Baggage Calculator](#)

## Cars (Personal)

1. Mileage reimbursements for personal vehicle usage are provided on the IRS website and shown below.

### Standard Mileage Rates



The following table summarizes the *optional* standard mileage rates for employees, self-employed individuals, or other taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes.

Period	Rates in cents per mile			Source
	Business	Charity	Medical Moving	
2017	53.5	14	17	<a href="#">IR-2016-169</a>
2016	54	14	19	<a href="#">IR-2015-137</a>
2015	57.5	14	23	<a href="#">IR-2014-114</a>
2014	56	14	23.5	<a href="#">IR-2013-95</a>
2013	56.5	14	24	<a href="#">IR-2012-95</a>
2012	55.5	14	23	<a href="#">IRB-2012-02</a>
July 1 - Dec. 31, 2011	55.5	14	23.5	<a href="#">IR-2011-69</a>
Jan. 1 - June 30, 2011	51	14	19	<a href="#">IR-2010-119</a>
2010	50	14	16.5	<a href="#">IR-2009-111</a>
2009	55	14	24	<a href="#">IR-2008-131</a>
July 1 - Dec. 31, 2008	58.5	14	27	<a href="#">IR-2008-82</a>
Jan. 1 - June 30, 2008	50.5	14	19	<a href="#">IR-2007-192</a>
2007	48.5	14	20	<a href="#">IR-2006-168</a>
2006	44.5	14	18	<a href="#">IR-2005-138</a>
2005	40.5	14	15	<a href="#">IR-2004-139</a> <a href="#">Pub. L. 109-73</a> <a href="#">IR-2005-99</a>
2004	37.5	14	14	<a href="#">IR-2003-121</a>
2003	36	14	12	<a href="#">Rev. Proc. 2002-61</a>
2002	36.5	14	13	<a href="#">Rev. Proc. 2001-54</a>
2001	34.5	14	12	<a href="#">Rev. Proc. 2000-48</a> 2000-2 C.B. 570
2000	32.5	14	10	<a href="#">Rev. Proc. 99-38</a> 1999-2 C.B. 525
1999	31	14	10	<a href="#">Announcement 99-7</a> 1999-1 C.B. 306 <a href="#">Rev. Proc. 98-63</a> 1998-2 C.B. 818
1998	32.5	14	10	<a href="#">Rev. Proc. 97-58</a> 1997-2 C.B. 587
1997	31.5	12	10	<a href="#">Rev. Proc. 96-63</a> 1996-2 C.B. 420

Page Last Reviewed or Updated: 06-Jan-2017

Source: [irs.gov](#)

2. Mileage can be calculated by multiplying the total trip mileage by the IRS reimbursement rate.

#### Example 1

A one-way trip from the traveler's official station to a secondary work location is 10 miles. The return trip from the secondary work location back to the traveler's official station is also 10 miles. The total trip mileage is 20 miles.

**The calculation is as follows: 20 miles X 0.535 cents/mile = \$10.70.**

#### Example 2

A one-way trip from the traveler's official station to a secondary work location is 10 miles. The traveler intends to leave the secondary work location and go home, which is 15 miles. The total trip mileage is 10 miles.

**The calculation is as follows: 10 miles X 0.535 cents/mile = \$5.35.**

Travel to and from home, or any location that is not for official Board business, is **NOT** a reimbursable mileage expense.

#### Example 3

A one-way trip from the traveler's official station to a secondary work location is 10 miles. An additional one-way trip from the traveler's secondary location to a tertiary work location is 5 miles. The traveler will leave the tertiary location and return to the secondary work location, which is 15 miles. Lastly, the traveler intends to leave the secondary work location and go home, a distance of 20 miles. The total trip mileage is 30 miles.

**The calculation is as follows: 30 miles X 0.535 cents/mile = \$16.05.**

Travel to and from home, or any location that is not for official Board business, is **NOT** a reimbursable mileage expense.

## Appendix B - Estimating Lodging, Meals, and Incidental Expenses

### Meals & Incidentals (M&IE)

Meals and Incidental Expenses are calculated based on the rate schedule provided by GSA, shown below:

#### M&IE Breakdown

M&IE Total (1)	Continental			Incidental Expenses	First & Last Day of Travel (3)
	Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)		
\$51	\$11	\$12	\$23	\$5	\$38.25
\$54	\$12	\$13	\$24	\$5	\$40.50
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$15	\$16	\$28	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50

Source: [gsa.gov](http://gsa.gov)

The Meals and Incidental Expenses Breakdown shows the expense breakdown per meal and reimburseable rate for first and last days of travel. As shown, meals and incidentals are reimbursed at 75% on the first and last days of travel. Please see the M&IE Breakdown schedule (above) for reimbursement rates on the first and last days of travel.

#### Example 1

A three day business trip to St. Louis, MO is reimbursed for meals and incidentals at \$54 per day. No meals are provided during the travel duration. The travel reimbursement per day is as follows, based on the M&IE Breakdown schedule (shown above):

Itemized Days of Travel	Meals Breakdown				Maximum Reimbursement Per Day	
	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel	M&IE Total
Day One	\$ 12.00	\$13.00	\$24.00	\$ 5.00	\$ 40.50	
Day Two	\$ 12.00	\$13.00	\$24.00	\$ 5.00		\$ 54.00
Day Three	\$ 12.00	\$13.00	\$24.00	\$ 5.00	\$ 40.50	
					\$	<b>135.00</b>

The calculation is as follows: \$40.50 (first day of travel) + \$54.00 (day two) + \$40.50 (last day of travel) = \$135.00.

Example 2

A three day business trip to St. Louis, MO is reimbursed for meals and incidentals at \$54 per day. The traveler has breakfast and lunch provided, free of charge, during a conference on Day Two. The travel reimbursement per day is as follows, based on the M&IE Breakdown schedule (shown above):

Itemized Days of Travel	Meals Breakdown				Maximum Reimbursement	
	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel	M&IE Total
Day One	\$ 12.00	\$13.00	\$24.00	\$ 5.00	\$ 40.50	
Day Two			\$24.00	\$ 5.00		\$ 29.00
Day Three	\$ 12.00	\$13.00	\$24.00	\$ 5.00	\$ 40.50	
					\$	<b>110.00</b>

The calculation is as follows: \$40.50 (first day of travel) + \$29.00 (day two) + \$40.50 (last day of travel) = \$110.00.

Example 3

A three day business trip to St. Louis, MO is reimbursed for meals and incidentals at \$54 per day. The traveler has breakfast and lunch provided, free of charge, during a two day conference (on days one and two). The travel reimbursement per day is as follows, based on the M&IE Breakdown schedule (shown above):

Itemized Days of Travel	Meals Breakdown				Maximum Reimbursement	
	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel	M&IE Total
Day One			\$24.00	\$ 5.00	\$ 15.50	
Day Two			\$24.00	\$ 5.00		\$ 29.00
Day Three	\$ 12.00	\$13.00	\$24.00	\$ 5.00	\$ 40.50	
					\$	<b>85.00</b>

The calculation is as follows: \$15.50 (first day of travel) + \$29.00 (day two) + \$40.50 (last day of travel) = \$85.00.

## Calculating Lodging, Meals, and Incidentals

1. Choose a location (for this example we will use Saint Louis, Missouri). Click **Next**.

The screenshot shows the GSA Travel website interface. At the top, there is a navigation bar with the GSA logo and menu items: TRAVEL, REAL ESTATE, ACQUISITION, TECHNOLOGY, POLICY & REGULATIONS, and ABOUT US. Below the navigation bar, the breadcrumb trail reads "Home > Travel >". The main content area is titled "1 Choose a Location or Use the Old Rate Look Up". There is a button labeled "Use Your Current Location". Below this, there are two input fields: "State" with a dropdown menu showing "Missouri" and "City (Optional)" with a text input field showing "Saint Louis". There is also a "ZIP" input field. At the bottom of the form, there are two buttons: "Reset" and "Next". Below the form, there is a note: "Rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the Department of Defense. Rates for foreign countries are set by the State Department."

2. Select: **Calculate Per Diem Allowances for a Trip**

The screenshot shows the GSA Travel website interface. At the top, there is a navigation bar with the GSA logo and menu items: TRAVEL, REAL ESTATE, ACQUISITION, TECHNOLOGY, POLICY & REGULATIONS, and ABOUT US. Below the navigation bar, the breadcrumb trail reads "Home > Travel >". The main content area is titled "2 Would You Like To:". There are three buttons: "Calculate Per Diem Allowances for a Trip", "Look Up Rates By Fiscal Year", and "Back".

3. Enter Travel Dates (for this example we are entering 8/24/2017 – 8/28/2017). Select **Next**.

The screenshot shows the GSA Travel website interface. At the top, there is a navigation bar with the GSA logo and menu items: TRAVEL, REAL ESTATE, ACQUISITION, TECHNOLOGY, POLICY & REGULATIONS, and ABOUT US. Below the navigation bar, the breadcrumb trail reads "Home > Travel >". The main content area is titled "3 Enter Travel Dates:". There is a note: "(RATES ARE AVAILABLE BETWEEN 10/1/2012 AND 09/30/2017)". There are two input fields: "Start Date" with a calendar icon and "End Date" with a calendar icon. Below the input fields, there are two buttons: "Back" and "Next".

4. Review Search Results. The August Per Diem rates for lodging and M&IE are provided. The estimated per diem total for the trip is \$743.00. Select **Breakdown** for additional details.

Home > Travel >

**GSA** TRAVEL REAL ESTATE ACQUISITION TECHNOLOGY POLICY & REGULATIONS ABOUT US

Your search for Saint Louis, Missouri

**USING RATES FOR ST. LOUIS / ST. LOUIS CITY / ST. CHARLES / CRAWFORD / FRANKLIN / JEFFERSON / LINCOLN / WARREN / WASHINGTON INCLUDING ST. LOUIS:**

**Daily Per Diem Rates:**  
 August Lodging: \$125  
 August M&IE: \$54

**Estimated Per Diem Total: \$743**

Breakdown

5. Review the trip **Breakdown**. **Remember, the first and last calendar dates of M&IE are calculated at 75%.**

Home > Travel >

**GSA** TRAVEL REAL ESTATE ACQUISITION TECHNOLOGY POLICY & REGULATIONS ABOUT US

Your search for Saint Louis, Missouri

**USING RATES FOR ST. LOUIS / ST. LOUIS CITY / ST. CHARLES / CRAWFORD / FRANKLIN / JEFFERSON / LINCOLN / WARREN / WASHINGTON INCLUDING ST. LOUIS:**

**Daily Per Diem Rates:**  
 August Lodging: \$125  
 August M&IE: \$54

**Estimated Per Diem Total: \$743**

Breakdown

Date	Max. Lodging	M&IE	Total
First Day (08/24/17)	\$125	\$40.50*	\$165.50
August Rate	\$125	\$54	\$179
Last Day (08/28/17)	-	\$40.50*	\$40.50

\*The first and last calendar dates of M&IE are calculated at 75%