

## **Michigan Great Lakes Virtual Academy – Employee Reimbursement Policy**

The MGLVA Employee Reimbursement Policy outlines the guidelines for reimbursing employees for expenses incurred during school-sponsored activities and for school needs. This policy ensures that adequate cost controls are in place, in compliance with school regulations, and to provide a uniform and consistent approach for timely reimbursement of authorized expenses. Employees are required to submit detailed receipts within 45 days of purchase/payment and follow the outlined procedures to receive reimbursement.

### **Expensing Procedures**

1. Employees/Staff will use <https://netsuite.k12.com> to enter expenses. Login requires staffs' k12 email address.
2. Save all receipts and supporting data to verify expenses. Any expense dated 45 days prior to submission is not eligible for reimbursement.
3. Combine all expenses within the 45-day period into one expense report. It is strongly encouraged to submit expenses on the 15<sup>th</sup> of every month. If submitting an expense report at the end of the month, postdate to the first of the next month.
4. Any expenses outside of ISP reimbursement, toner replacement, paper, and the yearly classroom expense, must attach an approval from their manager/event coordinator. Add a line in the expense report, attach the approval, put \$0.00 in the amount, and use the same coding as the purchase.
5. It is best practice to submit receipts in PDF form. One receipt per pdf document. Create your document in Word. Then save as pdf. Please, no cell phone pictures or snips of receipts. Use this naming convention when saving receipt documents:  
LastnameFI\_MGLVA\_Expense\_YYYYMMDD. I.e. JohnsonA\_MGLVA\_MileagePD\_20240815.
6. Common expense codes are listed in the Employee Expense Quick Reference Guide that can be found in [Expense Report Resources](#). Admin/managers/event coordinators must disperse proper coding to use prior to the event for eligible expenses.
7. The final expense submission for the fiscal year must be submitted no later than June 20<sup>th</sup> each year. Expenses from the previous fiscal year cannot be carried into the next fiscal year. The fiscal year ends June 30<sup>th</sup> of every year. If an invoice is received after the cutoff, it must be submitted no later than July 5<sup>th</sup>. **Submissions after July 5<sup>th</sup> will not be reimbursed.**
8. Reimbursements are paid by check or employees can enroll in ACH/direct deposit for reimbursement. To enroll in ACH/direct deposit for reimbursement, please fill out the [MGLVA Authorization for Direct Deposit for Reimbursement](#) form and/or email Angela Brandenburg, [abrandenburg@k12.com](mailto:abrandenburg@k12.com).

### **Eligible Expenses**

1. The school will reimburse up to \$50 per month for internet service per household. Reimbursement is based on the billing date the statement is issued, not the payment date. Internet bills must show the staff member's name, address, charges, and date of service. Please exclude all access pages.
2. Staff will be allotted a maximum of \$75 for teacher supplies for the entire current school year. Printer paper and printer ink are not considered classroom supplies and may be expensed

throughout the school year. All classroom expenses must be submitted before June 1 of each year. Expenses submitted after June 1 will not be reimbursed.

3. Computer hardware, software, technical supplies or office equipment is done through creating a help ticket. These items are replenished under IT: <https://k12rit.com/>. Do not purchase these items without prior approval and exhausting technical assistance. Only under special circumstances, check with your direct manager for misc. tech supplies and include their approval in the expense report.

4. Not all events are reimbursable. Check with the admin/manager/event coordinator prior to the event for what is eligible and expense codes.

5. The school does not pay for data storage. All school materials should be stored in OneDrive.

### Meals

1. Employees are eligible for reimbursement for meals if they are on a school-sponsored business trip lasting more than 4 hours or requiring an overnight stay. Meals will not be reimbursed for trips that do not meet these requirements.

2. Meal reimbursement for day trips will not exceed \$15.00 per day. For overnight trips or state testing, refer to the admin/manager/event coordinator for specific eligible expenses for approval to exceed the \$15 per day meal allowance. The allowance will not exceed \$20 per meal.

3. Only itemized receipts will be accepted. Each receipt must show the items purchased. It is best practice to obtain a separate receipt if purchasing alcohol to ensure a smoother reimbursement process. Alcoholic beverages will not be reimbursed. Gratuity cannot be included for reimbursement.

4. Each staff member is responsible for their own expenses – do not pay for others.

### Mileage

1. Employees below the manager level are eligible for mileage reimbursement for school-sponsored business trips exceeding 20 miles round trip. This includes support staff.

2. Mileage reimbursement will be paid for the most direct route. Any exceptions must be approved by your manager.

3. Mileage can be expensed for travel to and from approved events. Mileage will not be reimbursed for travel between overnight lodging and event locations.

4. For reimbursement, include a map of the mileage with To and From locations. Include dates and the math showing total mileage multiplied by the current federal mileage rate. Attach this document as the receipt in the expense report.

### Overnight Stay

1. Must be preapproved by the admin/manager/event coordinator of the school event.

2. Charges for room and room tax only will be reimbursed. Include an itemized receipt. Charges for other miscellaneous items on the hotel bill will not be reimbursed, unless for food. Food must be listed on a separate expense line with appropriate categories on the expense report.

3. Travel expenses of family members or guests who accompany an employee on school business will not be reimbursed.

#### Out of State Employees

1. Employees may not claim reimbursement until they are in the state of Michigan. Once in the state, MGLVA will reimburse travel expenses according to the general employee reimbursement policy.

#### **School-Purchasing Process**

1. If a staff member needs an item to be purchased that they cannot purchase themselves, that purchase must be approved by the Head of School, grant manager, or direct manager.
2. If the purchase is approved, an invoice and W9 tax form must be collected from the vendor.
3. Funding codes must be included when submitting PO requests, invoices, and expense reports.
4. Department Heads/Admin/Event Coordinators must message out the funding/reimbursement codes to their staff prior to the event and Cc the Assistant Operations Manager - Accounts Payable.
5. All PO requests, purchasing paperwork, including invoice and W9, must be sent to the Assistant Operations Manager - Accounts Payable to process.

#### To Request a PO – managers only

1. Send an email to the Assistant Operations Manager - Accounts Payable and attach the quote from the vendor. Must include funding codes. If the vendor is new, please also gather a W9.
2. The Assistant Operations Manager - Accounts Payable will create the PO and email it back to the requesting manager.
3. The manager submits the PO to the vendor.
4. The vendor will send back an invoice to be paid.
5. Submit the invoice, make sure W9 is included, to the Assistant Operations Manager - Accounts Payable to process payment.
6. Updated W9s are required if a vendor changes name or address.