



Employee Expense Reimbursement Policy

Cornerstone Education Group (“CEG”) Employee Expense Reimbursement Policy includes the definition of business-related travel and coverages, as well as outlines the process for reimbursement of business-related expenses. CEG requires that all travel-related expenses be pre-authorized by the employee’s manager and the CEG Finance Director to be reimbursed upon proper submission.

For non-travel related purchases outside of the approved annual budget, prior authorization must be received by completing the “Purchase Order” and submitting it through Kissflow <https://cornerstone.kissflow.com/view/login> for the electronic approval workflow.

Employee reimbursable expenses fall under two categories:

1. Expenses paid with CEG corporate credit card;
2. Pre-approved expenses that are paid by CEG’s employees (out of pocket).

Reimbursable Travel Guidelines

Travel expenses include any kind of transportation and accommodation expenses that are incurred while on a business trip. Expenses in this category may be fully or partially reimbursable and consist of airfare, transportation, lodging, meals, and incidentals.

1. Airfare

- Coach or economy class pricing must always be selected.
- Any approved trip should be booked within 30 days (about 4 and a half weeks) in advance to ensure the most cost-effective option.
- Bookings should be made using the Center Card.

2. Transportation

Reimbursable transportation expenses include:

- Car rental and fuel costs
- Uber, Lyft, bus, train, and taxi services, including the associated tips
- Parking fees
- Toll fees
- Personal vehicle mileage for business travel: rate is calculated based on the current IRS business-related mileage rate (www.irs.gov), and should be entered under the Center Portal <https://my.app-center.com/login>.
- Center Card must be used when booking rental cars. As part of our corporate credit card program, we receive additional insurance coverage and protection when renting vehicles. Employees should decline the optional insurance coverage offered by rental car companies at their service desk if a Center Card was used for the booking.

3. Lodging, Meals, and Incidentals

- Any scheduled lodging should be booked 30 days (about 4 and a half weeks) in advance to ensure the most cost-effective option.

- CEG's budget for hotels, meals and incidentals are based on: <https://www.federalpay.org/perdiem/2022/michigan>.
- Expenses must be within the budget and lavish or extravagant meals should be avoided.

Other Reimbursable Expenses

- Other expenses such as school supplies, working equipment (hardware), furniture, office supplies, continuing education or training may also be considered as reimbursable expenses, upon employee's direct manager and CEG's Finance Director approvals.
- Prior authorization can be obtained by submitting the "Purchase Order" in Kissflow.
- Expenses for business operations like software licenses, advertising, etc., may have a dedicated Center Card. These expenses should either have been pre-approved with a Purchase Order or included in the department/project's approved budget.

Reimbursement Considerations

I. Alcohol

The company trusts that good judgement will be exercised when consuming alcohol while on a business trip and follow the guidelines below:

- Employee(s) must be 21 years of age or older to order and consume alcohol.
- Reimbursement will not be made for alcohol consumed other than at meals and detailed out on a meal receipt.
- There is a maximum of two alcoholic beverages per meal per person.
- Alcoholic beverages served for group consumption, such as pitchers of beer or bottles of wine or a round of shots are not reimbursable.
- Employees should never consume alcohol if you are intending on operating any kind of motor vehicle.

II. Non-Reimbursable Expenses

- Expenses incurred by spouses or other non-employees who accompany our employees on their travels.
- Unauthorized service upgrades (first class or business class airfare, or hotel rooms).
- Personal services (massages, laundry).
- Personal purchases (gifts, clothes, etc.).
- Lost personal property.
- Personal trips.
- Fines while driving company or rental car.
- Any other expense that is not business-related.

Submission of Expenses for Reimbursement

I. Deadlines

- All expenses should be submitted by the last business day of each month and no later than 2 (two) weeks after the expense was incurred. The receipts should be uploaded to the Center Portal for reimbursement <https://my.app-center.com/>.
- Expenses submitted more than one (1) month from the date they were incurred may not be reimbursed.

II. Submission – Center Card Portal

- All expenses – both paid with the Center Card or out-of-pocket should be submitted through the Center Portal, either via web <http://my.app-center.com/login> or through the (free) mobile app **CenterCard App**.

III. Receipts for Reimbursement

- All authorized expenses must be accompanied by itemized receipts and supporting documentation, for example:
 - Hotel bills should be itemized showing the breakout of room charges, hotel taxes and/or room services.
 - Meals and incidentals receipts should be itemized (credit card “total only” meals receipt is not acceptable documentation), and it should include:
 - The name and location of the restaurant
 - The food/beverages ordered
 - The date and amount of the expenses
 - When meals expense covers meals for additional attendees outside of CEG’s employees, the expense transaction should include a list of all the attendees.
- Increasingly, tips are automatically added to meal receipts. They may also be referred to as a service charge or delivery charge for in room dining. Additional tipping will not be covered and tipping beyond 20% will not be reimbursed.

Final considerations

This policy is subject to change based on the federal/state requirements. If you have any additional questions, please reach out to CEG’s Financial Director, Mary Ann Johnson maryann.johnson@cegschools.org.