



River Valley Child Development Services Expense Reimbursement Process

River Valley Child Development Services (RVCDS) has identified expenses an employee may incur while conducting agency related business and has developed guidelines and processes for reimbursing eligible employees for those expenses. Employees are responsible for initiating their expense reimbursements and submitting all required documentation to support the claim. Supervisors, Assistant Directors, and/or Directors, and the agency are responsible for reviewing and approving or denying submitted claims. RVCDS does not automatically issue expense reimbursements.

RVCDS has identified the following expenses as reimbursable expenses for employees, based on pre-determined guidelines. Additional information about transportation and overnight travel can be found in the Travel Policy and Procedure.

Daily Transportation Expenses

Mileage
Parking
Tolls
E-ZPass for WV Turnpike
Meal Per Diem (extended workday)

Overnight Travel Expenses

Cash Advance
Meal Per Diem
Mileage, Parking, & Tolls
Baggage Fees
Commercial Ground Transportation

Other Expenses

Internet
Mobile Phone
Postage
Miscellaneous

Daily Transportation Expenses

	<u>Eligibility</u>	<u>Purpose</u>	<u>Expense Amount</u>	<u>Documentation</u>	<u>Expense Submission</u>
Mileage	Employee who is required to drive their personal vehicle to conduct agency related business.	Reimburse employees for mileage traveled to and from a temporary work location to cover vehicle operating costs such as fuel, maintenance, insurance, etc.	Reimburse mileage at the per mile rate set by the State of WV.	No documentation is required to be submitted in Paycom with the mileage expense claim, however, employees are responsible for maintaining a log of their travel/trips for internal and external audit purposes.	Daily - Mileage expenses (total roundtrip miles traveled for that day) should be submitted daily when mileage is incurred.
Parking	Employee who is required to drive their personal vehicle to conduct agency related business and pay to park while at destination.	Reimburse employees for parking expense incurred while working at a temporary work location.	RVCDS reimburses the actual cost of the parking expense.	Receipt is required for parking unless meter parking was used.	Daily - Parking expense should align with a mileage expense claim for the same date.
Tolls	Employee who is required to drive their personal vehicle to conduct agency related business and must travel through toll booths.	Reimburse employees for toll expense incurred while traveling to and from a temporary work location.	RVCDS reimburses the actual cost of the toll expense.	Receipt is required for toll expenses.	Daily - Toll expense should align with a mileage expense claim for the same date.
WV Turnpike E-ZPass	Employees who are required to frequently travel the WV Turnpike to conduct agency related business.	Reimburse employees for: An initial purchase of an E-ZPass account and the transponder or a renewal account.	RVCDS reimburses the actual cost of the initial purchase of an E-ZPass account and the transponder or a renewal account.	Receipt is required for E-ZPass purchase/renewal.	Annually - Employees will submit their claim for E-ZPass reimbursement upon initial purchase, then annually upon renewal.
Meal Per Diem (extended workday)	Employee's work duties require them to be away from the general area of the assigned worksite at least longer than 12 hours, but less than 24 hours.	Reimburse employee for the cost of meals & incidentals while working an extended workday.	Meal and incidental per diem for eligible meals, based on the temporary duty location (destination of travel).	No documentation is required to be submitted in Paycom.	Daily – when expense is incurred.

**River Valley Child Development Services
Expense Reimbursement Process**



Overnight Travel Expenses

Cash Advance expense will be issued based on the requested amount using the approved Travel Request Form as documentation in Paycom.

All other overnight travel expense categories will be itemized on the Travel Expense Report Form and the form will be uploaded in Paycom using the expense “Overnight Travel Expense Reimbursement.”

	<u>Eligibility</u>	<u>Purpose</u>	<u>Expense Amount</u>	<u>Documentation</u>	<u>Expense Submission</u>
Cash Advance	Employee who has been approved to travel overnight to conduct agency related business.	Provide employee up to 100% of the estimated employee reimbursable expense prior to travel.	Up to 100% of the estimated employee reimbursable expenses. Unused advance must be returned to RVCDS upon return from trip.	Approved Travel Request Form	Approximately 30 days prior to travel departure date
Overnight Travel Expense Reimbursement- Meal Per Diem	Employee who has been approved to travel overnight to conduct agency related business.	Reimburse employee the per diem meal and incidental rate for eligible meals while traveling overnight to conduct agency related business.	Meal and incidental per diem rate for eligible meals, based on the temporary duty location (destination of travel)	Overnight Travel Expense Report.	Within 5 business days after return from destination using the overnight travel expense report form
Overnight Travel Expense Reimbursement- Mileage	Employee who has been approved to travel overnight and who is required to drive their personal vehicle to conduct agency related business that requires an overnight stay.	Reimburse employees for mileage traveled to and from a temporary work location to cover vehicle operating costs such as fuel, maintenance, insurance, etc.	Reimburse mileage at the per mile rate set by the State of WV.	Overnight Travel Expense Report.	Within 5 business days after return from destination using the overnight travel expense report form
Overnight Travel Expense Reimbursement- Parking	Employee who has been approved to travel overnight and who is required to drive their personal vehicle to conduct agency related business and pay to park while at destination.	Reimburse employees for parking expense incurred while working at a temporary work location.	RVCDS reimburses the actual cost of the parking expense.	Overnight Travel Expense Report and a receipt for parking unless meter parking was used.	Within 5 business days after return from destination using the overnight travel expense report form
Overnight Travel Expense Reimbursement- Tolls	Employee who has been approved to travel overnight and is required to drive their personal vehicle to conduct agency related business and must travel through toll booths.	Reimburse employees for toll expense incurred while traveling to and from a temporary work location.	RVCDS reimburses the actual cost of the toll expense.	Overnight Travel Expense Report and toll receipt(s).	Within 5 business days after return from destination using the overnight travel expense report form
Overnight Travel Expense Reimbursement- Baggage Fees	Employee who has been approved to travel overnight and is traveling via air travel.	Reimburse employees for the cost of checking baggage for air travel.	RVCDS reimburses the actual cost of the baggage fee expense.	Overnight Travel Expense Report and baggage fee receipt(s).	Within 5 business days after return from destination using the overnight travel expense report form
Overnight Travel Expense Reimbursement- Commercial Ground Transportation	Employee who has been approved to travel overnight, is traveling via air travel, and requires commercial ground transportation while conducting agency related business.	Reimburse employees for the cost of commercial ground transportation while conducting agency related business while at the overnight destination.	RVCDS reimburses the actual cost of the commercial ground transportation.	Overnight Travel Expense Report and commercial ground transportation receipt(s).	Within 5 business days after return from destination using the overnight travel expense report form



River Valley Child Development Services Expense Reimbursement Process

Other Expenses					
	<u>Eligibility</u>	<u>Purpose</u>	<u>Expense Amount</u>	<u>Documentation</u>	<u>Expense Submission</u>
Internet	Full-time employees assigned to a full-time home office. <ul style="list-style-type: none"> ▪ CACFP Director ▪ Interim Service Coordinator (RAU III) ▪ WVECTCR Home Office Positions 	Full-time employees assigned to a full-time home office must have access to high-speed internet to conduct agency business. If RVCDS leased office space for the employee, RVCDS would pay for the cost of high-speed internet for the office.	Up to \$100/month, not to exceed \$1200/year. RVCDS will not reimburse more than the actual cost of the employee's monthly internet service. Example 1: The monthly cost of internet that an employee pays to their internet service provider is \$67.99, which is less than the allowable \$100.00/month. RVCDS will reimburse that employee the actual cost of internet, which is \$67.99/month.	The employee must submit the <u>summary page of their monthly internet service bill</u> and the summary page shall contain the following information: <ul style="list-style-type: none"> ▪ Name of the account holder ▪ Address of the internet service, which must match the employee's home address ▪ Amount of the monthly charge for internet service ▪ Billing/service period date(s) 	Monthly
Mobile Phone	Full-time employees who are expected to use their own personal mobile phone on a regular and consistent basis for work related communication. These are typically exempt employees who have supervisory responsibilities. Non-exempt staff may be eligible on a case-by-case basis and must have approval at the agency level. <ul style="list-style-type: none"> ▪ Executive Director ▪ Director of Operations ▪ Comptroller ▪ Human Resources Generalist ▪ Building Coordinator ▪ Child Care Services Director ▪ R&R Directors ▪ R&R Assistant Directors ▪ R&R Supervisors 	Instead of providing eligible employees an agency provided phone, the agency will reimburse the employee the amount it would cost the agency to provide the employee an agency phone.	FY22 = \$26.50/month, not to exceed \$318/year. FY23 = @29.88/month, not to exceed \$358.56/year.	The employee must submit the <u>summary page of their monthly mobile phone bill</u> and the summary page shall contain the following information: <ul style="list-style-type: none"> ▪ Name of the account holder ▪ Mobile number in service under the account, which must match the employee's mobile number ▪ Amount of the monthly charge for the mobile phone service ▪ Billing/service period date(s) 	Monthly
Postage	Employees who have been given permission to make a postage purchase using their own funds with the purpose of being reimbursed. The postage must be used to mail agency related business materials.	Mailing of materials is often time-sensitive and allowing an employee to use their own personal funds to purchase postage and seek reimbursement, allows the timeliness of completing agency business in the event an employee is unable to access agency provided postage.	Actual cost of postage.	The employee must submit a detailed receipt. <ul style="list-style-type: none"> ▪ Date of purchase ▪ Amount of purchase ▪ Vendor name 	Within 5 days of purchase
Miscellaneous	Employees who have been given permission to make a purchase using their own funds with the purpose of being reimbursed. The purchase must be used for the purpose of conducting agency related business.	Occasionally an unforeseen situation arises in which an employee must make an immediate purchase using their personal funds and submit for reimbursement. Must have approval before the purchase is made.	Actual cost of purchase.	The employee must submit a detailed receipt. <ul style="list-style-type: none"> ▪ Date of purchase ▪ Amount of purchase ▪ Detailed list of items purchased ▪ Vendor name 	Within 5 days of purchase

River Valley Child Development Services Expense Reimbursement Process



Submission of Expense Claims

Add Expense ↓	Date	Amount	Unit	Rate	Description	Comment	Receipt*
Annual E-ZPass Renewal	Enter date the claim is being submitted	Enter \$ amount of expense claim	N/A	N/A	Enter “renewal purchase”	Additional relevant info, if needed	Yes – receipt showing purchase & amount paid
Cash Advance for Overnight Travel	Enter date the claim is being submitted	Enter \$ amount of expense claim	N/A	N/A	Enter destination of travel	Additional relevant info, if needed	Yes – approved travel request form
EZ Pass Initial Purchase with Transponder	Enter date the claim is being submitted	Enter \$ amount of expense claim	N/A	N/A	Enter “initial purchase”	Additional relevant info, if needed	Yes – receipt showing purchase & amount paid
Internet	Enter date the claim is being submitted	Enter \$ amount of expense claim	N/A	N/A	Enter month and year of reimbursement claim (ex: April 2022)	Additional relevant info, if needed	Yes – monthly bill summary page
Meal & Incidental Per Diem – Extended Workday	Enter date the claim is being submitted	N/A	Enter number of days for per diem	Enter the \$ amount of the per diem rate	Enter destination of travel	Start and end time of extended workday/destination	No
Mileage	Enter date the claim is being submitted (daily)	N/A	Enter the number of miles being claimed	Auto-fills with current reimbursement rate	Enter business purpose of travel (attend meeting at DHHR, etc.)	Enter general start, destination, return description	No
Miscellaneous	Enter date the claim is being submitted	Enter \$ amount of expense claim	N/A	N/A	Enter description of expense	Additional relevant info, if needed	Yes – receipt showing purchase & amount paid
Mobile Phone	Enter date the claim is being submitted	Enter \$ amount of expense claim	N/A	N/A	Enter month and year of reimbursement claim (ex: April 2022)	Additional relevant info, if needed	Yes – monthly bill summary page
Overnight Travel Expense Reimbursement	Enter date the claim is being submitted	Enter the total \$ amount of expense claim (total from the “expense amount owed” box on expense report)	N/A	N/A	Enter destination of travel	Additional relevant info, if needed	Yes – completed travel expense report & receipts, if required
Parking	Enter date the claim is being submitted	Enter \$ amount of expense claim	N/A	N/A	Enter business purpose of travel (attend meeting at DHHR, etc.)	Additional relevant info, if needed	Yes – receipt showing purchase & amount paid
Postage	Enter date the claim is being submitted	Enter \$ amount of expense claim	N/A	N/A	Enter reason for postage purchase	Additional relevant info, if needed	Yes – receipt showing purchase & amount paid
Tolls	Enter date the claim is being submitted	Enter \$ amount of expense claim	N/A	N/A	Enter business purpose of travel	Additional relevant info, if needed	Yes – receipt showing purchase & amount paid

*Receipts can be attached using one of the following methods:

1. “Choose a File” – search your device and select the file you wish to upload (document, photo, etc.).
2. “Stored Receipts” – send receipts to your Paycom employee self-service portal for easy access when you are ready to claim an expense. Email your receipts to receipts@paycom.com from a verified email address (an email address that is linked to your employee self-service portal). You can then select from your stored receipts when claiming an expense.
3. “Google Drive” – access your Google Drive to retrieve documentation you have stored there, if applicable.
4. “OneDrive” – access your OneDrive account to retrieve documentation you have stored there, if applicable.

Submit claim using the “Submit” button.



River Valley Child Development Services Expense Reimbursement Process

Review and Approval of Expense Claims

Review and Approval:

Expenses will be reviewed and approved via the assigned approval workflow in Paycom that correlates with the position and program of the employee. Reviewers/approvers can be direct supervisors, assistant directors, program directors, Director of Operations, and/or the Executive Director.

Reviewers/approvers can access the expense dashboard to review pending expense claims via their manager's portal in Paycom and clicking "expenses."

Reviewers should review and approve expense claims in a timely manner to ensure expenses are paid in a timely manner.

Expenses should be reviewed and approved by the end of the last Friday in a pay period to ensure those expenses will be paid on the following paycheck.

Reviewers/approvers should review for:

- Employee's eligibility to claim the expense reimbursement
- Accuracy of amount/expense submitted
- Timeliness of claim submission
- Required documentation is uploaded

Denied expense claims will be sent back to the employee and the employee can re-submit the claim.

Payment of Expenses

Approved claims will be paid via direct deposit on the first bi-weekly payroll run after the approval of the claim occurs.