



***Travel and Entertainment Policy
(excerpts)***



Introduction

Edison Schools Inc. (“Edison”) reimburses employees for reasonable expenses incurred in the conduct of Edison’s business. This policy sets forth guidelines for reimbursable expenses. These policies are intended to ensure that expenses incurred by you in the course of Edison business are properly reimbursed and are substantiated according to Edison policy. Questions regarding this policy should be referred to Jennifer Flemming, Manager of Travel & Conferences, at (865) 546-0999 extension 21 or the head of your department.

Responsibilities and Enforcement

All employees who incur travel and entertainment expenses must comply with the policy. Employees who submit expense reports not in compliance with the policy risk delayed, partial or forfeited reimbursement. Cases of non-compliance may result in disciplinary action, including employee termination.

Travel and Entertainment Expense Reports (TER) and Miscellaneous Expense Reports (MER) submitted must be submitted within 60 days of the weekending date or month-ending date. Expenses submitted after this time will not be reimbursed. Receipts must be received by the Travel Audit Department within 7 days following electronic TER. If receipts are not received within the specified time frame, reimbursement of additional TERs will be suspended until receipts are received.

Ground Transportation

Rental Cars

- Reservations must be made through Edison’s travel agency with preferred car vendors, Hertz (preferred) or Avis. Reference numbers: Hertz CDP # 1132771 and Avis AWD #B818400.
- Cars up to an intermediate (midsize) class are customary for individual travelers. The next size class may be rented when three or more people are traveling together.
- Conference attendees must not rent cars, unless required under special circumstances and with Department Head’s approval

Insurance

If traveling inside the United States and Canada on company business, do not accept insurance coverage at the time of rental. Edison carries auto insurance for rentals on company business only. If traveling outside the US and Canada, purchase the “Loss Damage Waiver.” This is a reimbursable expense. If involved in an accident in a rented car, refer to The Common, Risk Management webpage for instructions to report the accident. If The Common is not accessible, contact Stacey Newton, Manager of Compliance & Risk Management at 212 419 1788. Deductibles are charged to the employee’s department.

Reimbursement Guidelines

- Selecting the Fuel Refill Option is discouraged but left to the discretion of the traveler.
Pre-selecting the Fuel Option causes the renter to pay for the average local per gallon rate (determined by the rental location) for the entire tank (no matter how much gas is in the tank upon return). Pre-selection the Fuel Option when the car is picked up is suitable if the renter expects to use much or almost all of the gas. When a renter does not pre-select the Fuel Option but returns the tank less than full, an inflated per gallon price (approximately \$5/gallon) is charged to fill the

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tank.

- Itemized car rental receipt is required for reimbursement. Tolls outside a regular workday commute are reimbursable.
- Traffic and parking fines are not reimbursable.
- Parking expenses related to business travel is reimbursable with a receipt.

Personal Car

Employees using personal vehicles for business travel (other than regular workday commute) will be reimbursed at the current IRS allowable rate of \$0.36 per mile. Employee is expected to have appropriate insurance coverage as required by state law.

Taxis

Taxis may be used for business-related travel where a suitable and cheaper form of public transportation is not available.

- All taxi fares and tips must be documented with a receipt for reimbursement.
- Airport, hotel and other types of “shuttle” service must be used when available.
- Taxi fares between home and the office are a personal expense and are not reimbursable.

Reimbursable Hotel Expenses

- Laundry and dry cleaning services: When traveling on business for more than four days laundry and dry cleaning will be reimbursed up to a maximum of \$10 per day beginning on the fifth day of travel. Laundry and dry cleaning service charges are not reimbursable for employees attending conferences.

Meals

THESE GUIDELINES ARE TO BE FOLLOWED ONLY WHEN A MEAL IS NOT PROVIDED DURING THIS CONFERENCE.

Personal Meals

The cost of reasonably priced meals, snacks and drinks while traveling on business is reimbursable. The maximum daily allowable amounts are outlined in the chart below. Per meal guidelines are suggestions to help employees stay within the maximum allowance and to assist employees who submit expenses for partial day travel. Employees will not be reimbursed for the expenses above the maximum daily allowance.

| Location | Daily Meal Guidelines | Maximum Daily Total |
|---|-----------------------|---------------------|
| Baltimore, Boston, Chicago, Los Angeles, Miami, Napa, Newark, New York, Oakland, Philadelphia, San Francisco, Washington DC | Breakfast | \$10 |
| | Lunch | \$15 |
| | Dinner | \$30 |
| All cities not listed above | Breakfast | \$8 |
| | Lunch | \$10 |
| | Dinner | \$22 |

Reimbursement Guidelines

- The IRS allows meals as a business expense only when the employee stays overnight outside the home market.
- In order to stay within the IRS’ “overnight rule,” the following applies for Same Day Travel Meals: If an employee on

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business travel leaves home before the breakfast hour and/or returns home after the dinner hour, meals for the applicable “overtime” meals are reimbursable. The travel must cause you to work past your normal workday. Hence, lunch would never be reimbursable.

- Mini-bar expenses up to \$5 per day are reimbursable. (Note that mini-bar expenses are included in the traveler’s Maximum Daily Total for meals.)
- Employees must obtain separate meal receipts. An itemized receipt is not required. Charge card receipt is acceptable.
- In the rare instances that two or more traveling employees cannot get separate receipts, the senior-most employee or the host pays the bill and files for reimbursement noting the name of all employees on the TER. If employees are peers, any of them may pay and request reimbursement.
- Employees are expected to eat meals that are offered at conferences, other meals are not reimbursable.
- Overtime meals are not reimbursable to the individual employee (unless it is travel-related overtime, as described above). However, a manager may expense an overtime meal for a group or department for after-hours work.

Tipping

- Tips for sensible personal services such as the service afforded by bellhops, doormen, housekeepers and transportation drivers are reimbursable. Good judgment must be utilized. Include meal and taxi tips with the cost of the meal or taxi on the T&E report.

Completing the Travel Expense Report (TER)

- Note: The TER, along with the directions, will be handed out during the professional development conference. These directions tie directly to the blocks of information required on the form.
- Employees must aggregate weekly TER expenses and submit them weekly with Saturdays as week ending.
- A valid “original” receipt must be provided for all expenses submitted on a TER. A cancelled check can be used as valid documentation.
- All receipts must be taped to an 8 1/2” x 11” sheet of paper. These receipts must be organized in date order.

Completing the TER Form

Name-exactly the same name with every submission

- Use the same name on each TER. For instance, if you submit TERs using Jim Smith and James Smith, the Lawson system will assume you are 2 different people. This confuses the system and the audit specialists. Please choose a name and stick with it!

Address

- Where do you want to receive your reimbursement check? Give complete address (street number, street name, city and state).
- If you choose to have your check mailed to your school, include your name, school name and complete address.
- If your address had changed, write “new address” on the top of the form so that we can update your records in the Law-

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son system so you can receive your check.

Phone Number

- Day time work number

Social Security Number

- Optional

Department Name

- Risk Management

Department Code

- 0855

Date: Week ending always use Saturday

- TERs must be dated Saturday of week in which travel occurred (ie: TER080302). We use the TER date to track TERs within Lawson.
- Complete an expense report for each week of travel. For example, if you travel to NY on a Tuesday and return home on Friday and make a similar trip the following week, you must submit two TER forms. Both TERs would be dated the Saturday of each week.
- Failure to submit separate TER forms for multiple weeks of expenses will result in a delay in processing of TERs.
- If travel crosses two weeks, complete 2 TERs and list expenses on dates when expenses were actually incurred.
Exception: If traveler books travel and submits TER prior to actual travel, the Saturday ending date must be the Saturday of the week that the travel will occur.

Purpose of Trip

Always include the purpose of your trip (i.e., PLC, Site Support Visit, etc.)

Dates of travel (Sunday through Saturday)

If you are using the electronic TER (found on Travel & Conferences web page on The Common) the dates (Sunday – Saturday) will be automatically completed when you type the “Week Ending Saturday” in the upper right side of the form.

Location

List city(ies) visited each day (i.e., one city – Detroit or multiple cities – Detroit & Duluth)

Coding in correct column: Regular or PD

If trip relates to an Edison sponsored professional development event (i.e., BSM training, PLC), enter expenses in columns titled PD. If not an Edison sponsored PD event, all expenses must be entered under the columns titled Regular.

Ground Transportaion

- Taxi/train

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Save taxi receipts and add tip and toll to total amount and enter on day expenses were incurred.

- Car Rental

Enter the amount of the car rental on the day returned. If a car is rented on a monthly basis, enter the amount of the expense on the last day of rental.

- Gasoline

Enter the amount of gasoline expense incurred for rental cars only. Do not submit gas receipts when you have traveled on business using your personal car. When you use your personal car for company business, you will be reimbursed 36.5 cents per mile and record the expense in the Mileage line.

- Tolls

Use this field for tolls that are paid when traveling in a rental car or personal car used for business travel. Tolls incurred during taxi trips must be included with taxi charges.

- Mileage

When you use your personal car for business travel, you will be reimbursed 36.5 cents (IRS mileage reimbursement effective 1/1/02) for each mile driven. If you travel 100 miles to the airport, enter the following formula in the appropriate column: =100*.36 The cell will automatically calculate amount to be reimbursed.

- Parking

Airport parking

Hotel parking must be listed in parking not lodging

Meals

- List meals including tips in appropriate space and date
- Receipts are required for all meals. Tear tabs, names and amounts written on restaurant menus, etc. are not valid receipts and cannot be used for reimbursement purposes.
- Meals will be reimbursed up to a daily maximum, as outlined in the Meals section of the travel policy.
- Unless is if not feasible, when employees dine together, they must ask for separate receipts and expense meals individually.
- In the event you pay for meals of other employees, list the names of employees either on the front of receipt or on a piece of paper with the receipt. Failure to list names will result in denied or delayed reimbursement. (The most senior employee must take responsibility for the charges at group meals.)
- When attending a conference, attendees will only be reimbursed for meals that are not provided as part of the conference program. For instance, if breakfast is provided and you choose to have breakfast in your room, you will not be reimbursed for the room service.
- Other – use this space for snacks, etc.

Employee Signature and date

- Employees must sign and date their forms. TER will be returned if form lacks a signature.

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Completing the MER Form

Name – exactly the same name every time

- Use the same name on each MER. For instance, if you submit MERs using Jim Smith and James Smith, the Lawson system will assume you are 2 different people. This confuses the system and the audit specialists. Please choose a name and stick with it!

Address – always the same

- Where do you want to receive your reimbursement check? Give complete address (street number, street name, city and state).
- If you choose to have your check mailed to your school, include your name, school name and complete address.
- If your address has changed, write “new address” on the top of the form so that we can update your record in the Lawson system so you can receive your check.

Phone Number

- Day time work number

Social Security Number

- Optional

Department Name

- Risk Management Department

Department Code

- 0855