




Mohammed Choudhury
State Superintendent of Schools

TO: All MSDE Employees

FROM: Justin Dayhoff, Assistant State Superintendent, Financial Planning, Operations, and Strategy

DATE: June 9, 2023

SUBJECT: New Expense Reimbursement Form and Process



Purpose

The purpose of this memorandum is to introduce and provide initial guidance on a new, electronic Department-wide expense reimbursement process. Until now, the Maryland State Department of Education (MSDE) relied on a non-accessible, manual expense reimbursement process consisting of different forms (one for each mileage rate, for example). This led to processing delays and placed a time tax on employees and managers in routing and approving physical forms. Effective July 1, 2023 onward, MSDE will utilize a single, fully accessible, digital expense reimbursement form and approval process. This expense reimbursement form replaces the previous three, excel-based forms and the printed version of those same forms. All expense reimbursements, including travel reimbursements, should be submitted this this digital form.

- You can access the new submission form via [this link here](#).
- That direct form link is also available on the [MSDE Business Hub](#).
- Please [click here to view the recorded instructions for using the expense reimbursement form](#).

This memorandum does not apply to contractor reimbursement submission forms. MSDE will update that process at a later date.

Expense Reimbursement Forms

Reimbursement forms must be submitted within 60 days of the date of expense incurrence. Approval from the Division of Financial Planning, Operations, and Strategy leadership is required for reimbursement requests that are submitted beyond 60 days. The timeframe for processing reimbursement forms is 30 days.

Include one request per form. **To submit multiple expenses, use your browser's back button after submission and you can return to this page with the form fields auto-populated from your last submission.**

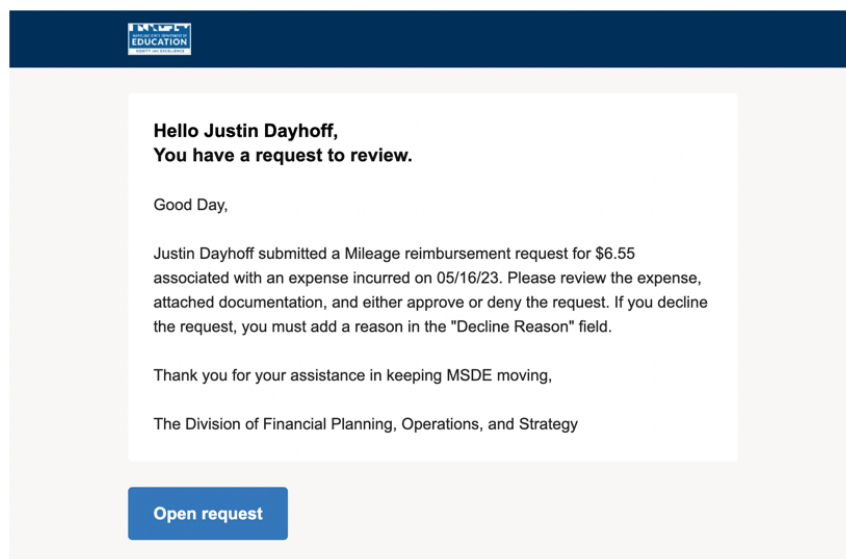
"Out-of-State travel" means travel to destinations outside Maryland and Washington, D.C. For out-of-state travel, please attach the approved out-of-state travel documentation with the expense reimbursement form.

Please remember:

- All meal rates are inclusive of taxes and tips.
- Original receipts are required for all expenses other than tips.
- Receipts for meals and hotels must be itemized.
- When an employee is in travel status involving absence from home overnight, all meals are reimbursable.
- Reimbursement will not be made for the cost of alcoholic beverages.
- The cost of breakfast is reimbursable when an employee, in travel status, has to leave home on official business two hours or more prior to the beginning of the employee's normal start time. The cost of dinner is reimbursable when an employee, in travel status, cannot get home within two hours or more after the employee's normal quitting time. In both cases, the two hours are in addition to the regular commuting time.
- Staying overnight in a hotel confirms travel status. If you stayed in a hotel, provide a copy of the itemized hotel bill/folio.
- If you are at a conference but are claiming meal reimbursement, provide the agenda from the conference to show the duration of the event and whether or not meals were provided.

Guidance for Managers and Approvers

Review and approval of employee expense reimbursement is now completely digital and can be done on your computer or on a mobile device. Both options are available and fully accessible. Whenever an expense request is submitted for your review the request will come to your inbox.



When you receive the email, click “Open request” and, on the next screen, review the details of the submission (you should review any submitted attachments through the attachments field). If approved, click “Approve”. If not approved, click “Decline”.

EXPENSE REIMBURSEMENT REQUEST - Expense Reimbursement ID

Good Day,

Justin Dayhoff submitted a Mileage reimbursement request for \$6.55 associated with an expense incurred on 05/16/23. Please review the expense, attached documentation, and either approve or deny the request. If you decline the request, you must add a reason in the "Decline Reason" field.

Thank you for your assistance in keeping MSDE moving,

The Division of Financial Planning, Operations, and Strategy

Assistant Superintendent or Immediate ... approval
Submitted

ExpReimb ID

Date Originally Submitted
06/04/23 5:42 PM

Submitter First Name
Justin

Decline Approve

If you decline an invoice, you will receive a follow-up email, in which you must indicate the reason for the expense decline. This reason will be shared with the submitter so they can fix and, if possible, resubmit.



Thank you for your Mileage reimbursement request (ID ExpRmb_00006) for \$6.55 submitted on 06/04/23, 5:52 PM. Unfortunately, the request was denied by justin.dayhoff@maryland.gov for the following reason(s):

Non approved travel

Please contact the approver for additional details or make required corrections and resubmit the request.

Thank you for your assistance,

The Division of Financial Planning, Operations, and Strategy