



## Project Information

<b>Project Name</b>	National Charter School Resource Center
<b>Project Billing Code:</b>	FED-029 OY4
<b>Project Task:</b>	Task 20
<b>Event Name:</b>	Project Directors' Convening – CE Grantees
<b>Event Date:</b>	Monday, January 23 (FY22 Grantees for Orientation) and Tuesday, January 24- Wednesday, January 25 (For All Grantees)
<b>Project Staff Contact:</b>	<a href="mailto:contact-us@charterschoolcenter.org">contact-us@charterschoolcenter.org</a>

## Requestor's Contact Information

First Name	Last Name	
Email Address		
Mailing Street Address	Address Line 2	
City	State	Zip Code
Telephone Number	Alternate Telephone #	

Are you requesting Meals and Incidentals Expense Reimbursement      YES       NO

## Meals and Incidentals Expense (M&IE) Summary

M&IE for the FIRST and LAST day of travel is calculated at 75% of federal GSA per diem rate. Reimbursement for M&IE will be provided at the applicable federal GSA per diem rate. Receipts are not required for M&IE. The M&IE for Arlington, Virginia is \$79. Breakfast is calculated at \$18, lunch at \$20, dinner at \$36, and incidentals at \$5. The first and last day of travel are calculated at \$59.25.

Departure Date/First Travel Day	Destination	Per Diem/ Travel Day
Full Day 1	Destination	Per Diem
Full Day 2	Destination	Per Diem
Full Day 3	Destination	Per Diem
Return Date/ Last Travel Day	Destination	Per Diem/ Travel Day
Total Reimbursement		

Are you requesting mileage reimbursement?      YES       NO

## Mileage Summary

Mileage is calculated as follows; GSA mileage rates are effective as of July 1, 2022.

Starting Mileage – Ending Mileage = Total Miles X \$.625 Per Mile = Total Mileage Reimbursement

When claiming mileage, you are required to provide documentation displaying your point of origin and your destination in the form of a map. You may use a platform such as Google Maps or MapQuest to provide this documentation.

Starting Mileage	Ending Mileage	Total Miles	Total Mileage Reimbursement
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Do you have other expenses you'd like to submit for Reimbursement?      YES       NO

## Itemized Expense Summary

Itemize each reimbursement expense (e.g., hotel, rental car, airport parking fees, airport shuttles, taxis, etc.) below.

**A RECEIPT is required for ALL submitted expenses.** Any expense not submitted with a receipt will be rejected. A clear justification must be provided in order for the expense to be considered.

Tips and gratuities are not reimbursable. The federal MI&E per diem rate includes gratuity.

Only room and room tax are reimbursable. Please list the "Room Total" under "Itemized Cost" and the total number of nights occupied under "Quantity" (Example: Room Cost + Room Tax = Room Total). NCSRC will reimburse for up to four nights hotel for FY22 grantees and up to three nights hotel for all other grantees at the government per diem rate of \$188 plus applicable taxes. If you choose to stay elsewhere at higher rate, you will only be reimbursed up to the government per diem rate.

Expense Description 1	Date of Expense	Itemized Cost 1
Expense Type [Required]		
Quantity	Cost / Unit Price	

Expense Description 2	Date of Expense
Expense Type [Required]	

<b>Expense Description 3</b>		Date of Expense		Itemized Cost 2
Expense Type [Required]				
Quantity		Cost / Unit Price		Itemized Cost 3

<b>Expense Description 4</b>		Date of Expense		
Expense Type [Required]				
Quantity		Cost / Unit Price		Itemized Cost 4

<b>Expense Description 5</b>		Date of Expense		
Expense Type [Required]				
Quantity		Cost / Unit Price		Itemized Cost 5

<b>Expense Description 6</b>		Date of Expense		
Expense Type [Required]				
Quantity		Cost / Unit Price		Itemized Cost 6

<b>Expense Description 7</b>		Date of Expense		
Expense Type [Required]				
Quantity		Cost / Unit Price		Itemized Cost 8

<b>Expense Description 8</b>		Date of Expense		
Expense Type [Required]				
Quantity		Cost / Unit Price		Itemized Cost 7

## Calculate Your Total Reimbursement Request

Total Reimbursable M&IE:	<b>+</b>	Total Reimbursable Mileage:	<b>+</b>	Total Itemized Costs:

<b>= Total Reimbursable Costs:</b>	
<b>Additional Notes/Comments:</b>	

Receipts should be organized in the order they were presented above. Any expense not submitted with a receipt, where required, will be rejected, and no follow up will be made for further clarification. To prevent this, a clear justification must be provided in order for the expense to be considered. Please submit this form and applicable receipts to [contact-us@charterschoolcenter.org](mailto:contact-us@charterschoolcenter.org)

I hereby acknowledge that by providing my signature below I am certifying that the information I have provided is correct and all required documentation is attached. I also certify that I have read and understand the travel policies set forth by Manhattan Strategy Group (MSG) and understand that not adhering to those policies could result in the delay and/or rejection of my expense reimbursement request.

\_\_\_\_\_

Print Full Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\*Digital signatures are accepted.

### For MSG Internal Use: Project Staff

Reviewed/ Processed By		Date Reviewed/ Processed	
Approved By		Date Approved	
Date Submitted to Accounting			

### For MSG Internal Use: Accounting Dept.

Check #		Date of check:		Amount of Check:	
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## Additional Information

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Manhattan Strategy Group (MSG) has been contracted by the U.S. Department of Education's Charter School Programs (CSP) to provide travel logistics support to CSP grantees. Outlined below are the travel policy guidelines and procedures in support of the contract. Any questions regarding travel support should be directed to [contact-us@charterschoolcenter.org](mailto:contact-us@charterschoolcenter.org).

### TRAVEL COORDINATION

Meeting participants and speakers are expected to book their own travel unless otherwise instructed. MSG will reimburse up to one representative from each CE grantee. All other participants must pay for their own travel.

### TRAVEL EXPENSE REIMBURSEMENT

#### *GENERAL INFORMATION*

1. Request for reimbursement must be received within 5-10 business days after travel has been completed.
2. Requests for expense reimbursement will be completed and submitted via email.
3. Email all reimbursements to [contact-us@charterschoolcenter.org](mailto:contact-us@charterschoolcenter.org).
4. A receipt must be submitted for every expense claimed with the exception of M&IE. Receipts must be laid out in the order they are listed.
5. Any expense not submitted without a receipt will be rejected, and no follow up will be made. To prevent this, a clear justification must be provided in order for the expense to be considered.
6. Reimbursement payment will be processed and mailed within 30 days of the date an approved reimbursement request is submitted to MSG.

#### *EXPENSES APPROVED FOR REIMBURSEMENT*

- Meals & Incidental Expenses (M&IE)
- Taxi/Shuttle (Travel to and from the airport/bus terminal/train station)
- Airport Parking
- Mileage (Travel to and from the airport/bus terminal/train station)
- Baggage Fees (1 Checked Bag / Round Trip)
- Airfare/Train Reservations\*
- Lodging/Hotel at the Federal Per Diem Rate
- Rental Car (Must receive prior approval to submit for reimbursement)
- Other: \_\_\_\_\_

\*Airfare should be booked at a rate of no more than \$650 per round trip. Only basic or economy class may be reimbursed. Travelers should make their best effort to secure the most affordable flight options. If a flight is going to be more than \$650, the traveler must receive written approval prior to booking.

#### *EXAMPLES OF NON-REIMBURSABLE EXPENSES*

- Alcoholic beverages, entertainment;
- Rental car GPS navigation system;
- Laundry, dry cleaning and pressing (per diem reimbursement);
- Travel insurance;
- Parking fines;
- Charges incurred because of indirect travel for personal reasons;

- Gratuities and tips paid to porters, waiters, bellboys, and hotel maids inside the lodging facility (per diem reimbursement);
- Nonproductive time related to official travel to and from one's temporary duty Station; and
- Any charges, fees, or other associated costs related to the making of reservations or other accommodations for travel.