

TRAVEL REMINDERS

RECEIPTS AND DOCUMENTATION FOR REIMBURSEMENT

The provided Purchasing Card should be returned to the Purchasing Department on the working day following your return. The relevant signed receipts, taped to 8-1/2 x 11 paper should be submitted promptly at the Central Office front desk. **There is to be no food purchased using the provided Purchasing Card for your trip.**

KEEP ALL RECEIPTS AND ENSURE THAT EACH RECEIPT IS SIGNED AND ITEMIZED RECEIPTS ARE INCLUDED – CREDIT CARD SLIPS ALONE ARE NOT ACCEPTABLE.

Please refer to the Travel Policies posted on our website for instructions on receiving reimbursement (MERR or TARR online) for your expenditures.

MEAL COSTS

Overnight Trips – Up to \$76 per day per person. This value is based on Tier 6 of the GSA schedule for meal reimbursements and is inclusive of any taxes and tips. **ROOM SERVICE IS NOT PERMITTED!**

Breakfast - \$18
Lunch - \$19
Dinner - \$34
Incidental - \$5

THESE AMOUNTS INCLUDE
TAX AND TIP

When the conference/event being attended provides a meal or meals during the day, the value(s) of the meal(s) (see above) is deducted from the \$76 for that day.

HILTON GARDEN INN, ARUNDEL MILLS
The Garden Grill
www.hiltongardeninn.com

518 Ashaki

Tbl 52/1 Chk 1344 Gst 1
Mar26'15 05:27AM

Dine In
1 BRKFAST BUFFET 11.95

Subtotal 11.95
Sales Tax 0.72
05:27AM Total 12.67

Sales Tax 0.72

Tip: 2.00

Total: \$ 14.67

Room Number: _____

Print Name: _____

Signature: Paul Felt

When requesting reimbursement for meals on the Departure and Return Dates, you will receive reimbursement for the appropriate meals per the Times Governing Meals En Route below.

Breakfast on the departure day, traveler must leave home prior to **6:30 a.m.**

Lunch for traveler leaving before **11:00 a.m.** or returning after **1:00 p.m.**

Dinner for a traveler arriving home after **6:30 p.m.**

Should you be requesting reimbursement for meals after your trip you will need an itemized receipt – a credit card slip alone is not acceptable. Keep all receipts and ensure that each receipt is signed. All receipts **MUST** be signed per the sample.

LODGING

Incidentals will not be billed to the Purchasing Card provided for the trip. If in Maryland, please provide their front desk with a copy of our Tax Exempt Certificate. Sign the hotel receipt and include the WCBOE account number on the receipt.

Rental Vehicle

If traveling from WCBOE Central Offices, a gas card will be provided.

Flights

Checked Baggage will be paid for by WCBOE per the Travel Policy found online. Please include receipts for each transaction made. Sign these receipts and tape to a sheet of 8 ½ X 11 paper and list the traveler(s) covered in the transaction, the WCBOE account number for the charge, and the Purchasing Card number - not account number - used.

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SALES TAX IN MARYLAND

Bring to the attention of the vendor (before a bill is printed) the fact that we are sales tax exempt in Maryland. The tax-exempt number is in the top right hand corner of the card and there is a certificate letter with your travel packet. This will apply to hotels and non-food transactions.

COMPLIANCE

Supplies or services may be purchased, consistent with organizational responsibilities and limits established by the approving director.

All purchases must be made in accordance with applicable laws and regulations including but not limited to WCBE Procurement Card Policy and travel guidelines. Persons intentionally making unauthorized purchases may have their travel card privileges suspended or be subject to disciplinary action. This does not apply to lost or stolen card purchases made by others. No personal purchases are permitted.

**REPORT LOST OR STOLEN CARDS TO GREG LATHBURY AT
410-677-4404 IMMEDIATELY**