

EMPLOYEE REQUISITION AND REIMBURSEMENT

1. General

Hawthorn employees who wish to obtain specific supplies that are not considered general school supplies must follow the school's requisition and/or reimbursement process as follows:

In order to request a purchase, the employee must complete the requisition form provided by Hawthorn. The form must be signed by the employee's supervisor prior to the purchase being made. The employee will then either submit the requisition request to the Head of School's designee for fulfillment or complete the purchase and request reimbursement. Requests for reimbursement must be made on the reimbursement form provided by Hawthorn and include the original signed requisition form and the original receipts. Reimbursement requests must be made within 60 days of the purchase of the supplies.

2. Travel

Faculty and staff will be reimbursed for travel related to Hawthorn business according to the guidelines below. Hawthorn will make every effort to be fair and remain in compliance with state and federal guidelines where necessary.

Requests for travel reimbursement must be itemized on a Hawthorn reimbursement form and are to be submitted to the Head of School's designee within 30 days of travel. Original receipts for lodging, commercial transportation, registration fees and other reasonable and necessary expenses must be attached to the reimbursement form.

A. Automobile Travel/Mileage

Automobile travel shall be reimbursed at the mileage rate set annually by the IRS. Mileage will only be reimbursed if the employee travels 50 miles or more, from home or school, and for Hawthorn business.

- Rental car reservations will be expensed by Hawthorn and must be pre-approved, if deemed necessary for the duration of a conference/event. Employees purchasing a rental car without pre-approval will not be reimbursed for this cost.
- Gas purchased for an approved rental car will be reimbursed according to original receipts presented. The reimbursement amount will be at the discretion of the supervisor and will depend upon reasonable miles TO/FROM conference/event and the cost to refill upon rental return.
- Taxi/Uber/Lyft/Subway/Metro transportation will be reimbursed, if the original receipt is presented AND cost was related to transportation TO/FROM airport and or hotel to conference or event. Gratuity will not be reimbursed for ground transportation.
- Parking fees related the conference or event will be reimbursed.

B. Airfare/Baggage Fees

Commercial airfare transportation shall reflect economy fares and will be paid for by Hawthorn. If an employee chooses to upgrade flight accommodations, the cost of this change will not be reimbursed. Hawthorn will reimburse baggage fees up to \$25 each way.

C. Lodging

Lodging related to a conference or other approved event will be expensed by Hawthorn. Cost of accommodations must be approved in advance by the Head of School's designee. An official receipt from the hotel must be submitted for record keeping purposes, upon return to the school.

D. Daily Meal Allowance

Hawthorn will only reimburse for meals not provided as part of a conference or event. Meal allowance rates are as follows:

- Breakfast: \$10.00 + tax/per day (gratuity not included)
- Lunch: \$10.00 + tax/per day (gratuity not included)
- Dinner: \$20.00 + tax/per day (gratuity not included)

Costs submitted outside of these restrictions will not be reimbursed by Hawthorn. Employees must present the original, itemized receipt. A credit card receipt, without the meal items itemized, cannot be reimbursed

E. Non-Reimbursable Expenses (Travel or general):

- Alcohol/Bar or mini bar refreshments
- Tobacco
- Personal cell phone use, theft or damage
- Personal telephone charges
- Internet Use charges (other than hotel provided)
- Airline club membership fees
- Airline amenities (blankets, pillows, headphones, snacks, advance check-in fees, etc.)
- Annual fees or late charges for personal credit cards
- Barbers, hair stylist, manicurist and shoe shine
- Golf fees, ski lift tickets, etc.
- Early Bird Check-in fees
- Frequent flyer purchases/upgrades
- Health club facilities
- Laundry and dry cleaning service (unless gone for > 6 days)

- Limousines
- Loss or theft of airline ticket
- Loss or theft of personal funds or property
- In-room video rentals
- “No show” charges for hotel or rental car services
- Optional travel (including trip cancellation) or luggage insurance
- Parking tickets
- Personal entertainment (i.e. sporting events, theater, etc.)
- Personal telephone calls except to report changes in schedule or to talk with family members once a day (for a reasonable period of time for a max of \$10)
- Personal reading materials (magazines, newspapers, etc.)
- Pet care fees
- Rental car options such as GPS, LDW, PAI, and liability insurance for domestic trips only
- Rental car upgrades above mid-size/intermediate class
- Saunas, massages
- Souvenirs or personal gifts
- Taxis to restaurants for personal meals
- Traffic violations and court costs
- Towing charges
- Expenses older than one 30 days from conference/event date(s)

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