




About Article 13 and 13.2 Reimbursement

To be reimbursed for conferences approved under Howard County Education Association (HCEA) Article 13 or Howard County Education Association- Education Support Professionals (HCEA-ESP) Article 13.2, please use the procedures outlined in this document.


Documentation Required to Submit Expense Report

1. Approved Article 13 request form.

-  **NOTE:** The Article 13 request form may not be altered after it has been approved by the Article 13 committee.
- 2. **Proof of Cost:** For **every** item you are requesting reimbursement, you are required to have an itemized receipt documenting cost, this includes registration fees, hotels, meals, parking, etc.
- 3. **Proof of Payment:** You will need to provide a copy of your credit card statement(s) verifying that you have paid for the reimbursement request items. Credit card statements should be redacted to protect personal information. The first page of the statement showing the card is issued to you at your home address should be presented.
- 4. **Mileage Log:** If you are requesting mileage reimbursement, please include a completed [FIN-Form 210 Mileage Log](#).

Create Expense Report

All Article 13 reimbursement requests are required to be submitted in Workday.

1. Employee Expense Reimbursements are only paid with direct deposit. You are required to have [direct deposit elected](#) before you can submit your expense reimbursement request.
-  **NOTE:** *Direct deposit election for Expense Reimbursements is different from the Payroll election because this is a tax-free benefit. You may still need to take action even if you receive Payroll through direct deposit.*
2. Select task **Create Expense Report**.
 3. Select the "create new expense report" option.
 4. Use the following information to populate the expense report landing page:
 - **Company:** Howard County Public School System
 - **Expense Report Date:** xx/xx/xxxx This will default to the date of entry, but enter the last day of the month that the expense was incurred.
 - **Cost Center:** Program Support for Schools (3201)



- **Program:** Program Support for Schools
 - **State Category:** State_Cat_05 Other Instructional Costs
 - **Fund:** Operating Fund
 - **Location:** School-based- choose your school; Non-school based- choose general
 - **Grant:** DO NOT POPULATE
5. Create a new expense line for each expense item included in your reimbursement by clicking the **Add** button. You may not submit one lump sum if you have more than one expense item outlined below.

Use the chart below to map your approved Article 13 items to the appropriate expense item.

Approved Item in Article XIII Form	Expense Item Group	Workday Expense Item
Registration	Conference	Conference - Registration Fees
Travel	Conference	Conference - Airfare
Travel	Conference	Conference - Car Rental
Travel	Conference	Conference - Parking/Tolls
Travel	Conference	Conference - Taxis/Trains/Shuttles
Travel	Conference	Conference - Article 13- Mileage Reimbursement
Hotel	Conference	Conference - Room Rate
Hotel	Conference	Conference - Room Tax
Food	Conference	Conference - Meals

6. Attach the receipts outlined in the Documentation Required to Submit Expense Report” section for each expense item. Please note, the approved Article 13 form is only required to be attached once.
7. Populate the amount for each expense item. The amount should not exceed the amount on the approved Article 13 form.
8. Once all items have been entered and documents have been attached, please submit your report.
9. Your report will route for approval within Workday. It may be returned to you within the system for various reasons, including incorrect or incomplete documentation, incorrect dollar amounts, etc.
10. It is the responsibility of the employee to check Workday for returned expense reports and update them accordingly until the report is approved and paid.
11. Reports may be denied if they are submitted outside of the required window or without Article 13 prior authorization.

Helpful Links

[Expense Report FAQs](#)

[GSA.Gov Per Diem Lookup Rates](#)

[View a Previously Submitted Expense Report](#)

