SCHOOL EMPOWERMENT NETWORK

Travel Information

Everything you need for SEN business travel: the expense policy, expense codes, Expensify reporting instructions, the missing-receipt process, and our hotel & car-rental programs — in one document.

Contents

Quick Reference

PAYMENT	Use your SEN Corporate American Express for travel and business expenses. Billing address = your home address.
CAR RENTALS	Book at enterprise.com with corporate account **XZ245F6**.
MEALS ON THE ROAD	Up to $75 per full day of travel (no alcoholic beverages).
CASH TIPS	Up to $20 per full travel day; $15 on first/last day (75% rate), per IRS regulations.
MILEAGE	Personal-car mileage reimbursed at the current IRS rate.
RECEIPTS	Keep one for every payment; reports are reconciled monthly in Expensify.
EMAIL RECEIPTS TO	receipts@expensify.com (from your work email).
LOST A RECEIPT?	$25 or more: submit a signed Missing Receipt Affidavit (Section 4).

1 Business Travel Expense Policy

When traveling and in the course of regular business, coaches will incur expenses on SEN's behalf or as part of their on-site coaching responsibilities. Please follow these recommendations:

- **Spend SEN's resources wisely.** Please make every effort to find moderately priced airfare and accommodations.
- **Use your SEN Corporate American Express credit card** for travel and business-related expenses. The billing address is your home address.
- **Keep a receipt for every payment.** Travelers must substantiate all expenses every month and prepare a monthly expense report using Expensify (see Section 3).
- **Car rentals:** reserve directly through the Enterprise website and use corporate account number **XZ245F6**. You will get slightly better rates plus additional insurance and damage coverage that we do not get through American Express.

What SEN covers

SEN will cover travel expenses, including:

- The cost of travel to and from the airport, bus, or train station, including parking expenses and tolls.
- The cost of airline, bus, or train tickets; all tickets must be coach/economy class.
- The cost of an economy or mid-size rental car.
- The cost of lodging.
- The cost of meals (excluding alcoholic beverages) for up to **$75 per full day** of travel.
- The cost of mileage when using a personal car. SEN will use the current IRS mileage rate to calculate these reimbursements.
- Cash tips for porters, baggage carriers, hotel maids, valets, bellhops, servers, etc.: SEN will reimburse up to **$20 per full day** of travel (100% rate) and **$15 for the first/last day** of travel (75% rate), per IRS regulations.

2 Expense Codes

When you prepare your Expensify monthly report, you will be asked to select an **Expense Category**. Please follow these guidelines:

EXPENSE CODE	USE THIS CODE FOR...
Travel Expenses for SEN Staff	Your own airfare, lodging, ground transportation, travel meals, incidentals, etc.
Travel Expenses for Fellows	Travel expenses on behalf of fellows and coachees: airfare, lodging, ground transportation, travel meals, incidentals, etc.
Books & Subscriptions for SEN	Educational books and subscriptions for your own use/reference.
Materials for Fellows	Books, subscriptions, and any supplies or coaching materials provided or delivered to fellows and coachees. Include small gifts and swag.
Food for Coaching Sessions	Food for a coaching session. Also use this code for a restaurant bill that includes you and two or more fellows/coachees.
Supplies	Non-educational office supplies (printer ink, notebooks, etc.) for your own use. Include equipment such as printers and monitors.
Tech Expenses & Software	Non-educational subscriptions such as Adobe. You will rarely use this code, given that we have corporate accounts for Calendly, Adobe, Grammarly, etc.
Conference, Convention, Meeting	Registration fees for conferences or conventions. Also use this code for expenses related to SEN-organized conferences and convenings.
Recruiting	Expenses associated with recruiting new SENators.
Professional Fees	Expenses related to independent contractors, e.g., a web designer. You will rarely use this code, given most contractors submit invoices to the central office.
Postage, Mailing Service	Postage and mailing services.
Printing and Copying	Printing and copying.
Due from Employee	Use this code if you accidentally use your SEN card to pay for personal expenses. You will be asked to reimburse the company for this expense.
Ask My Accountant	If you are not sure, select this code! :D

3 Expense Reporting with Expensify

BASED ON EXPENSIFY INSTRUCTIONS V. 7.2025

New users: setting up your account

When you receive the invitation to set up your account, please do so. Once logged into Expensify:

- **Update your name.**
- **Turn off the auto-submit feature** — on the landing page, scroll down to the box that asks "How often should I submit your reports for you?" and choose "No thanks, I'll submit my receipts manually" at the bottom of that box.
- **Add Cherie (cherie@libertyconsultants.com) and Eduardo as your copilots** — from the left toolbar, choose "Settings," scroll down to the "Copilot: Delegated Access" box, and add both so they may create and assist with your reports.
- If you wish to customize your page (tie an Uber account to it, add "rules" so charges from specific vendors automatically go to specific categories, etc.), check out docs.expensify.com for helpful tips.

Adding receipts

You can snap pictures of your receipts using the app on your phone, drag and drop them on the website, or forward emailed receipts to **receipts@expensify.com** from your work email account.

> **Tip from Jamie:** while not required, uploading receipts as you receive them throughout the month (rather than waiting for the "report ready" email) makes reconciliation quicker — charges tie themselves to your receipts as long as the receipts are legible and match the Amex feed.

Monthly Amex reports

- Jamie will email everyone each month when reports are ready for reconciliation. The email notes the deadline for submitting reports to Eduardo for approval (typically 5 business days from the date of the email). **Please don't miss the deadline.**
- Choose **Reports** from the left side of the screen and open the report named "YourName / Month / Amex."
- For each expense, be sure you have: chosen a **category**, chosen a **class**, attached a **receipt**, and added a **description** explaining the charge.
- Submit your report for approval once every expense has all four. Note that you cannot submit if a section shows **UNCATEGORIZED** (missing category) or items show as **(untagged)** (missing class). A green **+** sign means a receipt is missing. Double-click the merchant's name to fix all of these in the pop-up window.
- Before submitting, double-check that your Amex report shows **"Non-reimbursable expenses"** in the top-right corner. Reimbursable items on an Amex report indicate a cash receipt that either needs to be merged with an

existing Amex charge or moved to a separate out-of-pocket report. Reimbursable expenses carry a cash icon rather than the credit-card icon.

> **Reminders from Eduardo:** (A) **Food** — there is a difference between "Business Meals" (in the city where you live) and "Travel Meals"; select the correct one. Business meals should be sporadic and the business purpose must be specified. "Food for program participants" (e.g., evening cohort sessions) has its own separate code. (B) **Amazon-type expenses** — these could be "Supplies," "Reference Books," "Course Materials," etc.; select the correct one. (C) Don't miss the reconciliation deadline noted in the monthly email.

If you run into any issues, reach out to Jamie for help or email Expensify directly at **concierge@team.expensify.com**.

Accidental personal charges on the company card

If you accidentally use your company credit card for a personal charge, choose the **"Due from Employee"** category and leave the Class blank. In the description, note that it was an accidental personal charge. This amount will be taken out of your next paycheck.

Out-of-pocket expenses & mileage

For expenses you incur that were **not** paid with your SEN Amex:

- From the **Reports** tab, create a new report (green button, upper right-hand corner).
- Rename it "{Your name} {Month & Year} Expenses" — for example, "Eduardo's April 2026 Expenses."
- Allocate any out-of-pocket expenses to this report from the expense menu (directly under the "Description" box).
- **Mileage:** from the Expenses page, create a new expense; under the **Distance** option, either create the entry manually or build it from a map by plugging in the addresses traveled to and from. Choose the **default rate**, then enter the category, class, and description, and choose the report to put it on.
- Make sure the **Reimbursable** box is checked for every out-of-pocket expense (it should default to checked for cash expenses, but please verify).

> Your Amex reports should show only credit-card icons; out-of-pocket reimbursable reports should show only cash icons.

Creating expense rules

Use the **"New Rule"** box to create rules for recurring or usual charges — and remember that "less is more." In the "When the merchant name contains:" box, keep it as simple as possible: rather than "Amazon Prime," just use "Amazon" or even "Amzn." Vendor names change often (Amazon and Uber are notorious for this), so a short match ensures more charges land where you want them.

Under “Apply these changes to the expense:” you can normalize the merchant name (e.g., AMAZON), choose the usual category, and set a usual class if there is one. The other options can be left alone (unless you wish to “apply to existing matching expenses”). You can modify, add, or delete rules at any time — and if one charge doesn’t belong in the rule’s usual category, just update it during the monthly reconciliation.

4 Missing Receipt Affidavit

When a receipt of **$25 or more** is lost or otherwise unavailable, and all measures to obtain a copy have been exhausted, a Missing Receipt Affidavit should be completed. When you prepare your monthly Expensify report, include a **signed copy** of the affidavit in place of the corresponding receipt.

➔ Open the Missing Receipt Affidavit form (Google Doc template)

What the form asks for

- Details of each missing receipt: **vendor, date, trip purpose, and amount** (plus the total).
- Form of payment: Corporate Amex, personal credit card, or cash.
- **Acknowledgment** that the affidavit is intended for rare, exceptional cases and may not be used routinely — repeated or excessive use may result in losing the privilege of submitting a declaration in place of a receipt.
- **Certification** that the amount listed is what you actually paid, that you have not and will not submit a duplicate claim, and that you will not seek reimbursement from any other source.
- Your name and the date.

> A Missing Receipt Affidavit is **not required for tips**.

5 Hotel & Car Rental Programs

Hilton — SEN Business Account

SEN has a Hilton Business Account. To connect your Hilton account and book under the SEN rate, **use this invitation link**.

SpringHill Suites Boston/Andover — Lawrence, MA trips

For trips to Lawrence, MA, book a discounted room at SpringHill Suites Boston/Andover using the **School Empowerment Network corporate rate link**.

Car rentals — Enterprise

Reserve directly through the **Enterprise website** with corporate account number **XZ245F6** for better rates plus additional insurance and damage coverage.

More hotel programs to come!