



"The best and most beautiful things in the world cannot be seen or even touched. They must be felt with the heart. Wishing you happiness."

Helen Keller

In this month's issue we'll share information regarding copiers and travel. If you have any general questions you would like answered, please email them to accountspayabledcps@duvalschools.org. For a question regarding a p.o. or non p.o. payment, PCard expense or travel reimbursement that needs an immediate response, please call **390-2151**.

COPIER ESSENTIALS

The end of the calendar year is a great time to review your maintenance and lease purchase orders for the copiers at your school or department.

- ◆ Review your copier contracts for usage limits and check for possible overage charges.
- ◆ Check the meter reads/clicks to estimate the copier usage for the remainder of the school/fiscal year.
- ◆ If necessary, increase the amount of the purchase order line for overages or insert a line for overages on the original purchase order if one does not exist.
- ◆ Remember, you need to give a 30-day **written** notice to the vendor before cancelling a maintenance contract for a copier
- ◆ Please contact Purchasing Services at 858-4859 to cancel a lease contract for a copier.
- ◆ Failing to create a new purchase order does not cancel a copier maintenance or lease contract.

TRAVEL TIP

Constructive Point of Origin Defined

An employee's constructive point of origin is the place where the majority of the work of the traveler is performed. DCSB employees, who report less than 60% (3 days per week) to a defined worksite, shall be considered to have various constructive points of origin. For reimbursement purposes, the constructive point of origin for such employees shall be the first official duty location for the workday.

Example A, on Mondays and Wednesdays each week an employee reports to Robert E. Lee High School for work; on Tuesdays and Thursdays the same employee reports to Edward H. White High School for work and on Fridays the employee reports to the TEAM Center for work. Therefore, the constructive point of origin for this employee will be a different worksite each day of the week.

Example B, if the same employee reports to work at Robert E. Lee High School Mondays, Tuesdays and Wednesdays and reports to Edward H. White High School on Thursdays and Fridays during the same week, then Robert E. Lee High School would be the constructive point of origin for all travel.

Constructive Point of Origin

For purposes of reimbursement of travel expenses, all travel shall be deemed to have commenced from the lesser of the traveler's constructive point of origin, residence or the place where the travel actually commenced.

So, if the employee in Example B was going from Edward H. White High School to Stilwell Middle School, the employee would be entitled to claim reimbursement for 3.5 miles, the distance from Edward H. White High to Stilwell Middle. However, if the employee left from their home, which is 10.5 miles from Stillwell Middle, then the employee is only entitled to claim reimbursement for 3.5 miles because the constructive point of origin, Edward H. White High, is the lesser distance to Stilwell Middle than their home.

Remember, when in doubt, call us. 390-2151