

# COMPLIANCE UPDATES AND USEFUL TIPS

## CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

APRIL 2020

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This month's *Compliance Updates* provides details of the FINAL make-up day for the mandatory MDE Compliance & Ethics Training. In addition, there are a few updates and reminders from the offices of Procurement and Accounting.

### **Mandatory MDE Compliance & Ethics Training – FINAL Make-Up Day**

The final MDE Compliance and Ethics training session will be held on **Thursday, March 26, 2020**, in the Central High School (CHS) Auditorium. It is mandatory that all MDE employees receive this training. If you have not attended one of the previously scheduled trainings, you MUST register to attend on March 26<sup>th</sup>. The purpose of training is to educate all MDE employees and contract workers on how compliance and ethics have a direct impact on daily decisions and behavior. **This will be the final session of this mandatory training.**

1. Registration begins at 8:45 a.m. Training is scheduled from 9:00 a.m. – 4:00 p.m.
2. Register at [GoSignMeUp](#). Click Department of Education>Office of Compliance and select the training.
  - **The morning session from 9:00 a.m. – 12:00 noon** will instruct on matters related to compliance and ethics at the MDE. There will be a presentation on “Ethics in Government Law” from the MS Ethics Commission. In addition, employees will meet the Executive Leadership Team (ELT); learn the role of legal, internal audit, and compliance; and understand the importance of compliance in areas often overlooked. **NOTE: This session will be mandatory for all MDE employees.**
  - **The afternoon session from 1:30 p.m. – 4:00 p.m.** will focus on common compliance violations and how to avoid them. **NOTE: This session will be mandatory for Bureau Directors/Managers and employees who request, generate, or approve contracts, grants, invoice payments, purchase order requests, and/or food and space requests.** However, all MDE employees are invited to attend this session for professional development and awareness.
3. Online training will be available for all **contract workers** and **school attendance officers** following the March training.

### **REPORT FRAUD, WASTE, AND ABUSE:**

To report suspected fraudulent activity, go to the MDE Home webpage and select the Report Fraud, Waste, and Abuse link. (<https://compliance.mdek12.org/Fraud/>)

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## **Contract Worker Travel Time**

The MDE will withhold federal and state taxes, FICA and Medicare from a contract worker's pay. The MDE will also pay the required employer contribution for FICA, Medicare and PERS, if applicable. Please be aware travel will be reimbursed according to the MDE Travel Policy, and contract worker's travel time will be compensated as prescribed below.

***Contract Worker Travel Time:*** Beginning with contracts effective July 1, 2020 and afterwards, a contract worker whose travel time equals or exceeds two (2) hours (round trip) will be compensated as follows:

- \* Two (2) to four (4) hours round trip of travel time as determined by the MDE will be compensated at one (1) hour of the hourly rate of pay.
- \* Travel time in excess of four (4) hours round trip as determined by the MDE will be compensated at two (2) hours of the hourly rate of pay.

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## **FY2020 Accounting Travel Updates and Reminders:**

### **1. VEHICLE RENTAL**

Hertz was the low bidder for the State of Mississippi's vehicle rentals for the in-state travel and awarded as the primary vendor. Hertz should be used first unless they are more than **ten miles** from the starting point or if they do not have any vehicles available. DFA will only reimburse for one trip to the rental location.

### **2. CONSULTANT TRAVEL REIMBURSEMENT**

Effective March 1, 2020, DFA is requiring **all** receipts (**meals, hotel, tips**) for claiming reimbursement other than mileage for **consultant travel**.

### **3. TRAVEL AUTHORIZATION FORMS**

A copy of the travel authorization form should be sent to the Office of Accounting at the time of completion. This is especially important when direct billing (rental car or airline) is involved with the travel to ensure proper approval and the correct budget is charged at the time the invoice is processed. The approved travel authorization form can be emailed to [accountspayable@mdek12.org](mailto:accountspayable@mdek12.org) or sent via handmail/mail to the Accounting office addressed to the attention of Greg Ramsey. If you have any questions, please contact Greg Ramsey at [gramsey@mdek12.org](mailto:gramsey@mdek12.org) or 601-359-2187.

The travel authorization forms are located on the Accounting website. To access them, go to Documents>Accounting Forms>Travel or click the links below.

[Travel Authorization Form for Consultants](#)

[Travel Authorization Form for Employees, Contract Workers, and Board Members](#)

### **4. TRAVEL VOUCHERS**

All Travel Vouchers should be prepared in ink or typed and should be delivered to the employees' immediate supervisor. The Travel Voucher must be reviewed for accuracy and compliance with state law and Department policy by a designated employee of the office and must be approved for payment by a supervisor of the employee. A duplicate of the approved voucher shall be submitted to Accounting along with the approved original Travel Voucher. The **original receipts** shall be attached to the original voucher and duplicate receipts to the duplicate voucher.