

## PROCEDURE FOR TRAVEL EXPENSE CLAIMS (TEC's)

1. Applicant completes Travel Expense Claim Form 78.31500 with:  
Name of Claimant (Applicant), Site/Address, Attendance at, City/State, Travel Approval Non-Inclusive dates, Complete Expenses with actual costs in Claimant's Expenses column attaching the original receipts and invoices. All pre-paid expenses by fiscal services are referenced in Direct Pay by District Column. Please retain gold copy for your records with a copy of all receipts. In addition 'Proof of Attendance' at the approved activity must be attached (i.e. Name tag, sign-in log, agenda).

### TEC REQUIREMENTS:

- A. Transportation:
    - i. Plane, rail, and bus: Requires original receipt and copy of canceled check or credit card bill for verification of payment if claimed as an expense.
    - ii. Auto: If an employee decides to drive to a distant conference, the mileage claimed cannot be greater than coach airfare to the same destination.
  - B. Lodging: Requires original receipt and copy of a canceled check or credit card bill for verification of payment it claimed as an expense. An itemized statement must be obtained before leaving the hotel. The amount for lodging will be the room rate and room tax ONLY. All other expenses are to be shown under the appropriate areas of the form (i.e. meals under #4, business telephone calls under #5).
  - C. Registration: If paid by the employee, attach original receipt or copy of cancelled check or credit card bill for verification of payment along with a copy of the registration form that states, **when, where** and **amount** of registration fee.
  - D. Meals: Use per diem rates for meals the conference does not provide.
  - E. Other Expenses: Business telephone calls, parking expenses, car rental, taxi, shuttle, etc. should be itemized here with original receipts.
  - F. Amount of Advance: If a cash advance was issued, it should be listed on the Amount of Advance line. This amount is then subtracted from the claimant's Total Expenses to arrive at the Net Under/Overpayment.
  - G. Signatures: All appropriate signatures must appear on the TEC prior to being submitted to Fiscal Services for payment.
  - H. Board Approval: Travel Expense Claims cannot be processed until the TAR has been submitted and the purchasing report has been approved by the Board of Education.
  - I. Inclusive Dates: The dates on all invoices and receipts must coincide with the Dates of Activity inclusive that are listed on the TAR.
2. Reimbursement: No expense can be claimed and reimbursed unless it has been requested and approved on the original TAR. If expenses were omitted in error on the original TAR, please submit a memo signed by Division Head requesting to increase the original TAR in the amount of the additional expenses. Please paste small receipts/invoices to an 8 x 10 sheet of paper.
  3. White, Yellow, Pink copies are forwarded to Supervisor for review and approval signature.
  4. Supervisor signs approval and sends all copies with original receipts to Fiscal Services.