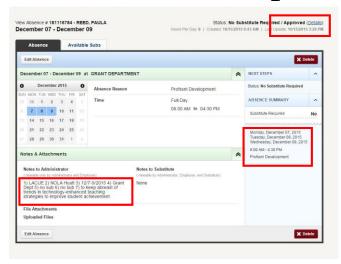


CPSB Travel Voucher Process Grants Department 337-217-4090

Travel Voucher Checklist:

- Every employee must be signed up for direct deposit with accounts payable before the trip. (Not the same as payroll direct deposit.)
- Travel voucher must be printed on legal paper.
- Approved Aesop must be submitted with travel voucher.
- Hotel invoice must be submitted with travel voucher.
- Hotel conference room rate information must be attached to hotel bill.
- Any employee paying for a room who has a roommate (another employee), must indicate roommate's name on expense voucher and attach roommates approved Aesop.
- Conference agenda must be submitted with travel voucher.
- Meal form must be submitted with travel voucher.
- Mileage if you are claiming mileage please list all persons who rode with you on the travel voucher. Map quest or some type of map/direction must be printed and attached to travel voucher as proof of mileage being claimed. (Mileage rate \$0.58)
- Entire travel voucher packet/papers must be sent to Grants Dept. within 5 days of travel.

Sample Aesop



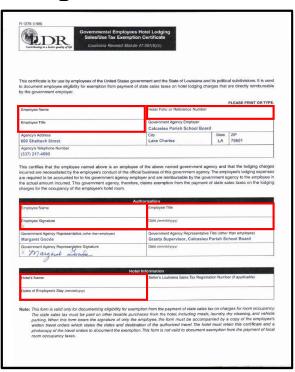
In the Administrator's notes you MUST include 7 items related to your travel. (If you were emailed the 7 required items please copy and paste those into AESOP.)

- 1. Name of Event
- 2. Destination
- 3. Date of trip (include travel dates)
- 4. Who is paying for the travel expenses
- 5. Sub Needed (Yes or No)
- 6. If Sub is needed, who is paying for the sub
- 7. Benefit to the school system

Reminder: IF another employee roomed with you, attached a copy of their Aesop to your travel voucher.

Hotel-Tax Exempt Form

- Provide a copy of the Tax Exempt form to the hotel when checking in. The form is on the Grants Webpage: https://www.cpsb.org/Page/499.
- Section 1
 - If using the form already filled in by Grants Dept. you only need to completed the red marked areas.
 Employee name, title, hotel folio or reference number.
- Section 2
 - Employee name, title, signature, and date.

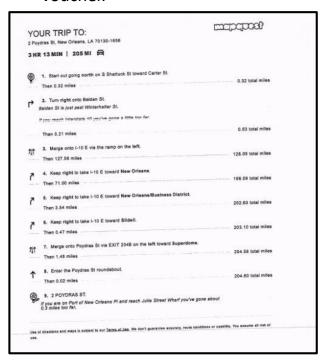


Sample Travel Voucher

							1	Successive and the successive an				
Name:	Your Name **All reimbursen			nents will be mailed to address below**			I certify this a true and correct statement.					
Department:	Your School Mailing Address:			Your mailing address			Name:					
							40 AC					(Date)
For Period:				Your phone number			Approved: (Signature) (Date)					(Date)
		Phone Number:					(Jignatufe) (Date)					(Date)
				OU	T-OF-PARI	SH TRAVEL						
	Please Fill out in ink			Current IRS Mileage Rate			Meals (enter each day)		*Other Travel			
Date	Destination	Nature of Business		No.	Amount	Lodging	No.	Amount	Cost (Itemized)	Amount		Total
3/12/2017	Hilton-New Orleans	New Orleans Plain Talk		205	111.73	156.00	1	23.00	Parking	20.00	\$	310.73
3/13/2017	Hilton-New Orleans	Plain Talk			0.00	156.00	1	23.00	Parking	20.00	\$	199.00
3/14/2017	Hilton-New Orleans Plain Talk				0.00	156.00	1	23.00	Parking	20.00	\$	199.00
3/15/2017	Hilton-New Orleans	Plain Talk	lk		111.73	×					\$	111.73
					0.00						\$	15
de	886	Č.	1		0.00	*					\$	14
			-700-0-1-000 (**********************************							-of-Parish Travel	-	820.45
NON-TRAVEL EXPENSES (Receipts must be attached.)					Vendor #:				Add In-Parish Travel			15
Description		Budget Code	Amo	ount	(A) (B) (B) (B) (B) (B) (B) (B) (B) (B) (B			Less Any Travel Advance				
					Budg	get Code:		Total Travel			_	820.45
								Plus Total Non-Travel Expens			\$	
	100								Total Reimburs	ement Requested	\$	820.45
	78				8							
		Total Non-Travel Expe	ense \$	-8								
Comment: (D	enote justification/discr	pancies concerning reim							ded on, etc.)			
		Jane Doe ro	omed and ro	de wit	h me. Breakfas	st and lunch was	provide	ed by conference.				

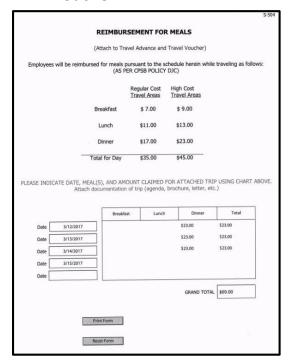
Sample mileage verification

Mileage must match travel voucher.



Sample meal form

 Amounts must match travel voucher

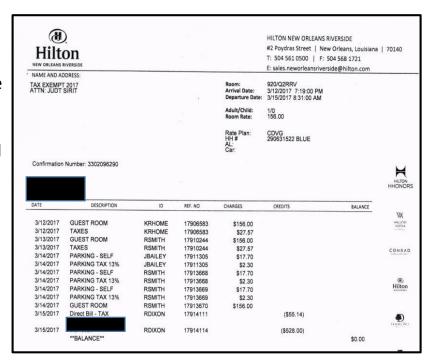


Sample Hotel invoice and Conference rate

Hotel invoice

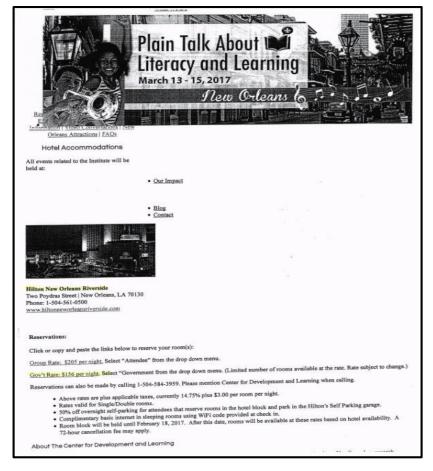
shows hotel rate and parking.

Note: taxes for hotel was credited however you are charged parking tax. Invoice must show zero balance and no room state taxes.

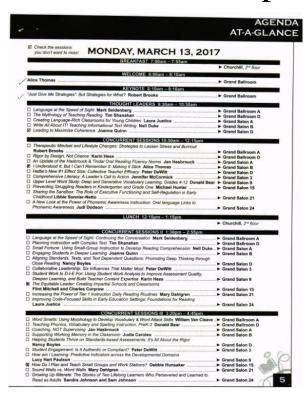


Conference room rate

Must show hotel and rate.



Sample Agenda



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