

Accounts payable

presents

“How Do I Get Paid Back?”



Reimbursements

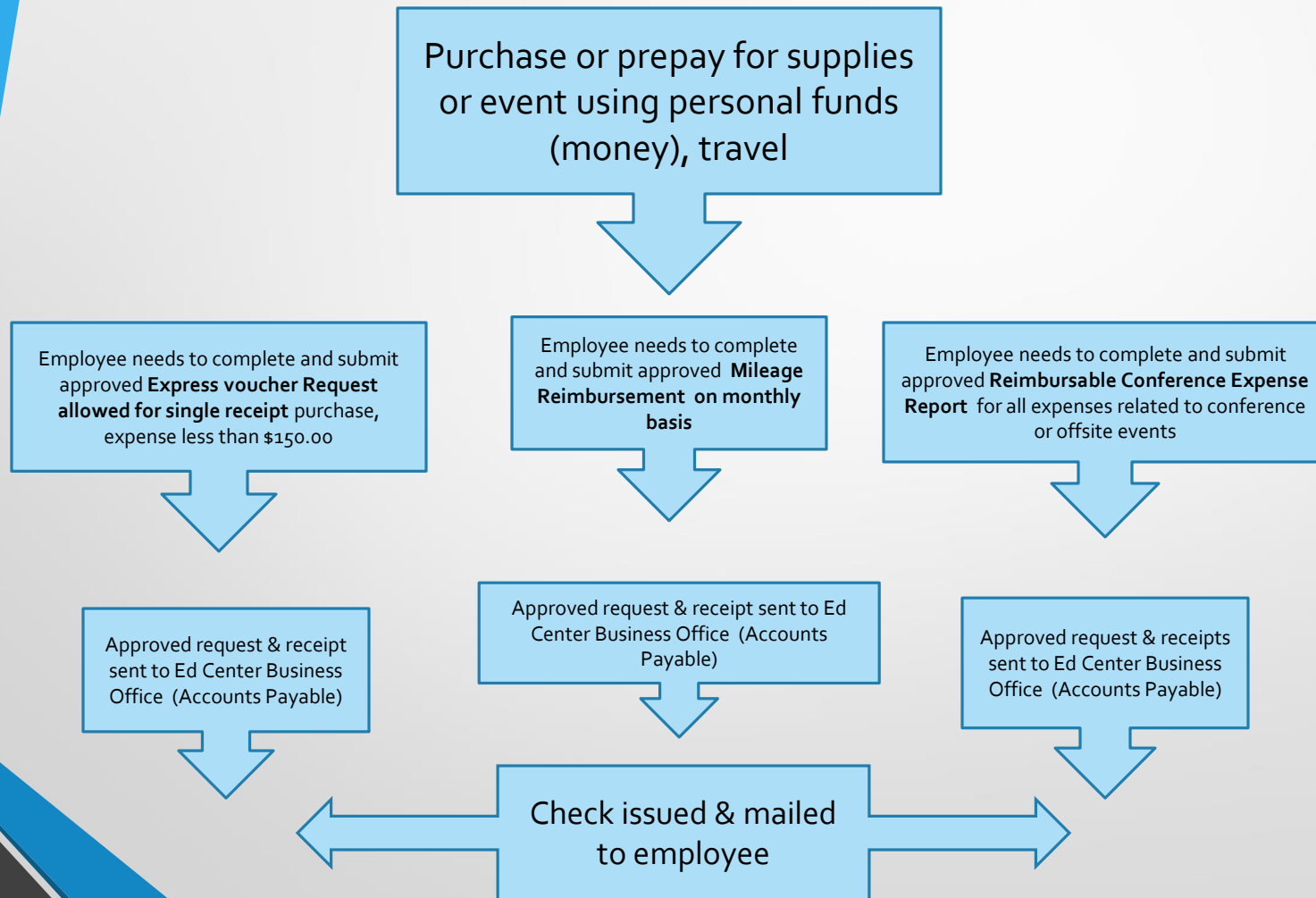
Conference/Offsite

Express (Petty) Voucher

Mileage

Prepared by S Burton 09/2021

Process to Reimbursement



Reimbursement Request Policy & Guidelines September 2021



PASADENA UNIFIED SCHOOL DISTRICT BUSINESS SERVICES DIVISION

To: All Staff **Date:** September 16, 2021
From: Accounts Payable Unit
Subject: Reimbursement Request Policy & Guidelines

All Staff:

Please inform when requesting reimbursements of the following in accordance with Board Policy 3350 pertaining to travel expense reimbursement and Business Services policies:

- Claims shall be submitted on a district form, within 10 working days following return from travel.
- Travel expenses shall be based on actual expenses as documented by receipt.
- If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be responsible for these costs.
- Employees shall be reimbursed (mileage) for use of their own private vehicles in the performance of assigned duties, on either a mileage form or on a monthly basis.
- The mileage allowance provided by the District for employees' use of their private vehicles is equal to the rate established by the Internal Revenue Service.
- The District shall not reimburse travel expenses including but not limited to tip or gratuities, alcohol, entertainment, or laundry.

When submitting requests to Accounting Department

- Original itemized receipts are required. Requestor must send the original receipts to the Accounting Dept. attached to a copy of the requisition if purchase order is required.
- Reimbursement request must have current home address not site address.
- Reimbursement request must have signature of employee and approval by their administrator
 - if special funds are used, that program administrator's authorization is also required
- Purchase Order (PO) required if aggregate total is over \$150.00, regardless to type of reimbursement.

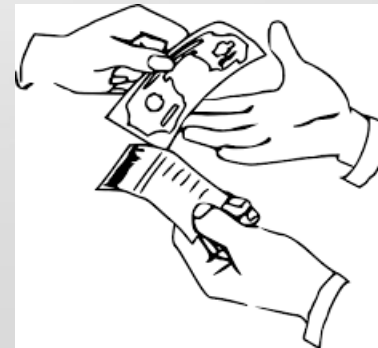
Reimbursement Request Policy & Guidelines

September 2021

- Express Voucher reimbursement request
 - Single receipt request for supplies & non-conference/offsite fees (not travel).
 - Must be under \$150.00 total whether 1 single or multiple requests are received at same time. (Cannot submit multiple requests that equal more than \$150)
- Express Voucher request must have valid account number that will be verified by Budget Dept. staff to ensure funding and proper authorization to use those funds.
- Mileage reimbursement request
 - Mileage must be submitted on approved District mileage form
 - Mileage verification (audit) may use District Map, requestor provided map, or auditor obtained map.
 - **Mileage is to be submitted monthly**
 - Mileage requests under \$150.00 do not require a PO
 - Mileage request must have PO or valid account number that will be verified by Budget dept. staff to ensure funding and proper authorization to use those funds.
- Conference/offsite reimbursement request must have “Reimbursable Conference Expense Report”
 - **Submitted within 10 workign days following return from travel**
 - Approved Reimbursable Conference/offsite form (Green Sheet)
 - Approved Reimbursable Conference Expense Report
 - Completed Reimbursable Conference Expense Report
 - Original itemized receipts – food, hotel, transportation
 - Proof of payment (if online a printout is acceptable) – cab, taxi, bus, rail
 - Map for verification of mileage
 - Sustenance paid in accordance with rate established by each Bargaining Unit daily maximum \$40.00 CSEA/Teamster, \$50.00 UTP/APSA
 - Conference/offsite reimbursement request under \$150.00 do not require PO

Required

- Conference approval (Green Sheet)
- Original itemized receipts or itemized printout for online purchases
- Proof of purchase – cancelled check, bank/credit card statement, paid invoice generated by vendor
- Request for reimbursable conference/offsite, express voucher, or mileage; form fully completed, signed by employee & approved by administrator
- Verification of mileage



Reimbursable Conference/ Offsite Expense Report

to download or access form use Web Address - <https://www.pusd.us/Page/3268>

- **Gather** and put in date (chronological) order all receipts, proof of payment, map of mileage, copy of approved Green Sheet
- **Step 1:** write employee name, mailing address (not site address), school or department, conference date & location, and account number
- **Step 2:** write conference date & location, Green Sheet approval number & date, PO or PO Requisition number if applicable, address for mileage starting point if applicable
- **Step 3:** write date of actual expense, list each expense in the appropriate category, and attach all documentation to reimbursement form
- **Step 4:** employee signs
- **Step 5:** employee submits form and documents to their administrator for approval signature
- **All original documents sent to Ed Center – Accounts Payable**

Procedures & Form

Conference/ Offsite Reimbursement

CONFERENCE /OFF SITE EVENTS PROCEDURES

The following new procedure will apply to any conference / off site events attendance request under \$65,000.00.

School Site Department:

- Completes the **Green** "Request and Authorization of Conference /Off Site Events Attendance" form at least three weeks prior to conference. Refer to the check list box on the bottom of the form for a listing of possible attachments required to ensure a streamlined process for your conference.
- Completes a requisition, if needed, for conference/event registration fees, transportation and lodging.
- A "reimbursement" of over \$100 requires a requisition (reference the **CTA or Board Report number**). The following information that **MUST** be typed on each requisition:
 - o "Who" is attending the conference
 - o "What" is the name of the conference
 - o "When" the conference will take place (date/s)
 - o "Where" is the conference being held (include the address of the conference)
 - o "Cost" of the conference (per attendee)
 Any special situations (such as pick up, Pre-Pay, deadlines) should be typed on the requisition. You must ensure that the method of payment selected is either via purchase order (P.O.) or Pre-Pay. The only reason for a Pre-Pay request shall be in the case that the vendor **DOES NOT** accept P.O.'s. This will require the originator to closely examine the method of payment section for that specific purpose. Attach invoice/quotation if available. Maintain yellow copy of 2017 at school site/deptartment.
- Completes conference registration forms, if any.
- If General Funds are being used, submit the completed packet to the appropriate Chief.
- If Categorical Funds are being used, submit the completed packet to the Director of Student Support Programs.
 - o The employee reimbursement see Accounting (Section 4) for "Reimbursable Conference / Off Site Events Expense Report" procedures.

Categorical Funding:

- Verifies the conference packets submitted by school sites/departments are complete.
- If incomplete, the packets will be returned to originator.
- Forwards approved conference packets in the appropriate Chief.

Chief:

- Verifies the conference packets submitted by school sites/departments are complete.
- If incomplete, the packets will be returned to originator.
- Forwards approved conference packets in Budget.

Budget Department:

- Verifies funding and approval.
- Prepares a weekly spreadsheet with conference/event information, Green Sheet approval number, end date and sends it via email to all school site and Ed Center secretaries.
- Forwards packets to Purchasing Department.

Purchasing Department:

- Creates Purchase Order and mails or faxes (only if fax number to vendor is included on the requisition) the original to the vendor.
- If you require special processing, you **must** state it on the requisition (i.e., please call _____ when check is ready for pickup, only in the case of authorized pre-pay) or please fax P.O. to xxx-xxxx.
- Buyer will mail the Purchase Order and the necessary registration documents (depending on timelines, this may take place via a fax).
- Sends attachments with controlling copy of Purchase Order to Accounting for processing payment.

Accounting Department:

- Receives the Purchase Order with all attachments.
- Processes payment to vendor when invoice is received.

REV 2/22/18-PK

REQUEST AND AUTHORIZATION OF CONFERENCE/OFF SITE EVENTS ATTENDANCE

(Submit to Chief at least three weeks prior to conference)

GREEN SHEET

NAME of ATTENDEE _____ DATE: _____

(Please LIST Additional names on back of this page)

POSITION _____ SCHOOL DEPARTMENT _____

CONFERENCE INFORMATION

☐ Conference Attendance ☐ Attend Original Conference Request. Approved the week of _____

Conference Name _____

Sponsored by: _____

Location: _____ Date From: _____ To: _____

REMARKS: How is this conference related to your School Plan?

COST ESTIMATE

In order to be reimbursed, all expenditures must be listed below.

Transportation (Air / Rail / Bus) _____

() Privately owned vehicle _____

mileage at rate established by your entity by driving your vehicle on the conference _____ \$ 0.00

Ground transportation/parking _____ \$ 0.00

MEALS: CASH/DEBIT CARDS - \$40 per day includes tax and gratuity _____ \$ 0.00

AFSA/ITP - \$29 per day includes tax and gratuity _____

*If the conference cost includes meal provisions for the you, you cannot claim meal reimbursement for that meal.

A copy of the conference registration must be attached to the request showing whether or not meals were included in the conference.

Authorization for Pre-Pay is granted ONLY if number does NOT exceed \$25.

Lodging P.O. _____ Pre-Pay _____ Reimbursement REQUESTION # _____ \$ 0.00

Registration Fee P.O. _____ Pre-Pay _____ Reimbursement REQUESTION # _____ \$ 0.00

Registration Fee P.O. _____ Pre-Pay _____ Reimbursement REQUESTION # _____ \$ 0.00

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Registration Fee P.O. _____ Pre-Pay _____ Reimbursement REQUESTION # _____ \$ 0.00

Registration Fee P.O. _____ Pre-Pay _____ Reimbursement REQUESTION # _____ \$ 0.00

at a glance

Conference/ Offsite Reimbursement

Gather and put in date order all receipts, proof of payments, map of mileage, copy of approved Green Sheet

Step 1: write employee name, mailing address (not site address), school or department, conference date & location, and account number

Step 2: write conference date & location, Green Sheet approval number & date, PO or PO Requisition number if applicable, address for mileage starting point if applicable,

Step 3: write date of actual expense, list each expense in the appropriate category, and attach all documentation to reimbursement form

Step 4: employee signs

Step 5: employee submits form and documents to their administrator for approval signature

All original documents sent to Ed Center – Accounts Payable

Pasadena Unified School District
Pasadena California
Reimbursable Conference Expense Report
(Original receipts must accompany this request)

Date _____

Name: _____ School: _____
Address: MAILING NOT SITE Department: _____

Account Number _____

Fund	Resource	Goal	Function	Object	Location
			5220		

Date(s): _____ Green Sheet Number: _____
Conference: _____ Approval Date: _____
Address: _____ P.O. / Requisition Number: if applicable
Starting Address for mileage calculation: _____

STEP 2

Date	APPROVED ON GREEN SHEET	Total
Transportation Via: <u>TAXI</u>		0.00
<u>PAUSE</u> <u>HR</u>		0.00
Parking		0.00
<u>FOOD USED / APPA</u>		0.00
Sustenance \$40 / day including tax gratuity		0.00
<u>CEA / TEAMSTEIL</u>		0.00
Lodging		0.00
<u>NOT FOOD / PARKING</u>		0.00
Registration Fee		0.00
Other (itemize)		0.00
<u>APPROVED ON GREEN SHEET</u>		0.00
<u>NOT USED ABOVE</u>		0.00
Per Diem Total	0.00 0.00 0.00 0.00 0.00 0.00	\$0.00

STEP 4 This is to certify that the above expenses were incurred without any financial profit to me.

Print Name _____ Signature of Claimant _____ Date _____

STEP 5

Print Name _____ Administrator / Supervisor Signature _____ Date _____

8 Nov
Revised: August 2009 aw / vr

Express Voucher reimbursement

(previously petty cash reimbursement)

Single receipt purchase less than \$150.00, *not acceptable for conference/offsite related expense reimbursement*

to download or access form use Web Address - <https://www.pusd.us/Page/3268>

Gather receipt/ proof of payment

- **Step 1:** clearly write employee name, mailing address (not site address), school or department information, and employee signs
- **Step 2:** write purchase details of actual expense as listed on receipt
- **Step 3:** clearly write vendor information
- **Step 4:** clearly write account number (funding number), submit form and documents to administrator for approval signature

All original documents sent to Ed Center – Accounts Payable

at a glance

- **Gather receipt/ proof of payment**
- **Step 1:** clearly write employee name, mailing address (not site address), school or department information, and employee signs
- **Step 2:** write purchase details of actual expense as listed on receipt
- **Step 3:** clearly write vendor information
- **Step 4:** clearly write account number (funding number), submit form and documents to administrator for approval signature
- **All original documents sent to Ed Center – Accounts Payable**

[illegible]

Mileage Reimbursement

to download or access form use Web Address - <https://www.pusd.us/Page/3268>

- **Gather PUSD site map or Offsite map**
- **Step 1:** write employee name, mailing address (not site address), school or department, Green Sheet (conference/ offsite) approval number and/or PO# if applicable
- **Step 2:** write account number
- **Step 3:** write date, purpose of travel, start and end location for travel, miles driven per date (destination), calculate total miles driven, multiply total miles times IRS rate for travel
- **Step 4:** employee signs, attaches all documentation, submits form and documents to administrator for approval signature
- **All original documents sent to Ed Center – Accounts Payable**

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at a glance

Step 1: write employee name, mailing address (not site address), school or department information conference date, and PO# if applicable

Step 3: write date, purpose of travel, start and end location for travel, miles driven per date (destination), calculate total miles driven, multiply total miles times IRS rate for travel

**All original documents sent to
Ed Center – Accounts Payable**

5780 1

Mileage Report Form

Month

Name: _____

School or Department:

Address:

MAILING * NOT SITE

~~Social Security Number:~~

Green Sheet #:

(Only applies to conference attendance)

P.O. #:

IF APPLICABLE,

Account Number

Fund	Resource	Goal	Function	Object	Location
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STEP 2

[illegible]

I hereby certify that the miles traveled and amounts claimed are actual, that they were expended in the performance of official school district business and that no claim has been made for any portion thereof.

Total Miles	0.00
Mileage Rate	IRS for DAT
Total Claim	\$0.00

STEP 4

Signature of Claimant

Date _____

● Administrator/Supervisor

Date _____

Revised: 5/09
Revised: 8/09 yr

Reimbursement Request

Did I ?

Conference/Offsite

- ___review authorization (Green Sheet)
- ___gather PO or requisition for PO
- ___gather receipts/ proof of payment
- ___fully complete reimbursement form
- ___obtain authorization signatures
- ___copy for personal records
- ___send original documents to Ed Center-Accounts Payable

Express Voucher

- ___obtain funding code (account number to charge)
- ___attach receipt/ proof of payment* 1 receipt per request
- ___fully complete reimbursement form
- ___obtain authorization signatures
- ___copy for personal records
- ___send original documents to Ed Center-Accounts Payable

Mileage

- ___obtain funding code (account number to charge)
- ___gather PO or requisition for PO
- ___fully complete reimbursement form
- ___obtain authorization signatures
- ___copy for personal records
- ___send original documents to Ed Center-Accounts Payable

Additional Support Documents

- Lost Book Reimbursement procedure dated 08/2017 (1 page)
- Peoplesoft Invoice/Payment related inquiry screen help sheets

Lost Book Reimbursement

LOST BOOK FEE REIMBURSEMENT REQUEST

SB 08/2017

PASADENA UNIFIED SCHOOL DISTRICT

Division of Business Services
Accounting Payable & Budget Departments

Date:

From School Site:

Student Name:

Payee Name:

Payee Address:

Payee City/State/Zip:

(Vendor#)

Receipt # for Lost Book	Call number	Fee Paid

Total Fee Reimbursement \$

Account Code: 01.0-00000.0-11100-10000-4110-0000132

Processed by:

Date Processed:

PeopleSoft Payment Voucher Inquiry

Log onto PeopleSoft then select

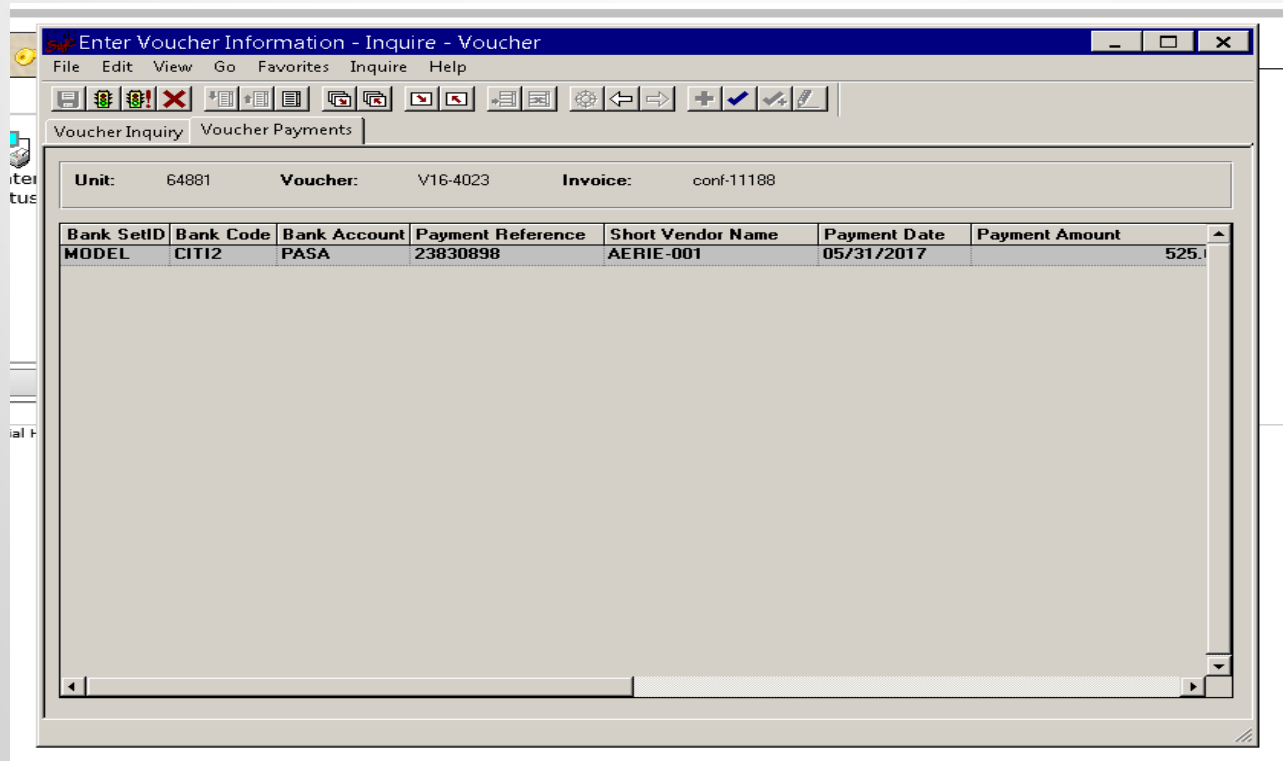
Administer Procurement then select

Enter Voucher Number (obtained from other PeopleSoft Screen) then select

Inquire then select

Voucher then select

Result will be the ability to see the invoice information and payment information related to that invoice



Enter Voucher Information - Inquire - Voucher

File Edit View Go Favorites Inquire Help

Voucher Inquiry Voucher Payments

Unit: 64881 Voucher: V16-4023 Invoice: conf-11188

Bank SetID	Bank Code	Bank Account	Payment Reference	Short Vendor Name	Payment Date	Payment Amount
MODEL	CIT12	PASA	23830898	AERIE-001	05/31/2017	525.1

PeopleSoft Payment Voucher Inquiry

Log onto PeopleSoft then select

Administer Procurement then select

Enter Voucher Information then select

Inquire then select

Voucher then input Vendor ID (#) as shown on PO issued & invoice # for inquiry

Result will be the ability to see all the invoices processed under that Vendor ID which includes Voucher number, invoice numbers, invoice amounts and other vendor ID information

Update/Display -- Voucher

Business Unit: 64881

Voucher ID:

Invoice Number:

Short Vendor Name:

Vendor ID: 0000020826

Name 1:

Unit	Voucher	Invoice	Date	ShortName	Vendor	Name
64881	Z19-0385	M&S-6255	2018-07-01	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-4023	CONF-111188	2017-03-15	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-3435	CONF-111189	2017-03-15	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-3434	CONF-111191	2017-03-15	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-3433	CONF-111192	2017-03-15	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-3432	CONF-111194	2017-03-15	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-3144	M&S-5155ASP	2017-01-20	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-2485	M&S-5155ASP	2017-01-20	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-0430	M&S-5155	2016-07-01	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-0104	RW-10403	2016-06-17	AERIE-001	0000020826	AERIES SOFTWARE
64881	V15-2806	PRE-PAY REGISTRATION	2016-02-19	AERIE-001	0000020826	AERIES SOFTWARE
64881	D16-8803	RW-11043	2017-06-12	AERIE-001	0000020826	AERIES SOFTWARE
64881	D16-8802	RW-11045	2017-06-12	AERIE-001	0000020826	AERIES SOFTWARE

PeopleSoft Payment Voucher Inquiry

Log onto PeopleSoft then select

Administer Procurement then select

Enter Voucher Information then select

Inquire then select District PO Balance Inquiry then input Purchase Order (#) as shown on PO issued for inquiry

Enter Voucher Information - Inquire - District PO Balance Inquiry

File Edit View Go Favorites Use Process Inquire Help

Update/Display -- District PO Balance Inquiry

Business Unit: 64881

Purchase Order: 0000087085

Purchase Order Date:

Short Vendor Name:

Vendor ID:

OK

Cancel

Search

Detail

Unit	PO	PO Date	ShortName	Vendor
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