

PRE-TRAVEL PROCEDURES

REMINDER: DO NOT MAKE RESERVATIONS OR REGISTER PRIOR TO HAVING A PURCHASE ORDER IN PLACE.

-Complete a Travel and Reimbursement Request Worksheet (**Section I** with estimated expenses)

-For **out of state** travel a 60-day notification is required as well as signatures from Traveler, Immediate Supervisor and Superintendent.

Be sure the signer is including the date that they sign.

-For **in-state** travel a 30-day notification is required as well as signatures from Traveler and Immediate Supervisor.

Be sure the signer is including the date that they sign.

-Submit this request along with a copy of the Flyer or Invitation to conference/training that indicates dates/times to secretary/bookkeeper in order for purchase order to be processed.

-When Purchase Order issued:

-Make airline or lodging reservations and register for conference/training.

DURING TRAVEL

-Note location/date/time of departure, as this is when your **24-hour period begins**.

-You get \$45/24-hour period on Out of State trips and \$30/24-hour period for In State trips.

-Save all of your receipts. All receipts **MUST** clearly show; Vendor Name, Date, Time and Description and itemized of purchase(s). If receipt is for meals or a purchase of items, you **MUST** have the itemized receipt in order to be reimbursed.

NO ALCOHOL on receipts.

-You will only be reimbursed for your own meal (pay separately for anyone else to keep the receipt clean and legible). Receipts with multiple meals or that are faded or not legible will not be reimbursed.

-You will only be reimbursed up to 20% on tipping.

-You will not be reimbursed for personal sightseeing fees (such as; entry fees, cab/uber etc rides)

-It is not recommended that you go to the grocery store at the beginning of your trip and purchase items to eat for the entirety of your stay. As you will only be reimbursed up to the limit of each individual 24/hour period.

Ex: you arrive Sunday (your travel start time was 10:00 am) and will be there through Thursday. You go to the grocery store at 5 pm to stock up on items you can eat every day you are there (i.e. 4 – 4.5 days) for a total of \$100. You will only be reimbursed \$45 for that 24-hour period (10 am Sunday – 10 am Monday) not \$100.

POST-TRAVEL PROCEDURES

When you return from your trip:

-Complete **Section II**–Travel and Reimbursement Request Worksheet and submit within 5 days of return from your trip.

-Enter actual Departure Location/Dates/Time

-Hotel Receipt (if needed)

-Restaurant receipts:

Itemized – Meals listed

-Itemized receipt and credit card receipt with tip listed (2 receipts)

-No alcohol on receipt

-Date and time printed clearly

-Receipts will not be accepted if faded and non-readable (if you can't read them, we can't read them)

-Proof of Attendance:

-Agenda, Name Badge, etc.

Other receipts:

-Car rental

-Taxi, uber, lyft, etc.

-Parking

Mileage: City to City not address to address. @ .40/mile

Some of the more common:

Los Alamos to Albuquerque: 96 miles one-way x 2= 192 x .40= \$76.80

Espanola to Albuquerque: 87.7 x 2 =175.4 x .40= \$70.16

Santa Fe to Albuquerque: 63.4 x 2 =126.8 x .40= \$50.72

****Google Maps is now approved by the Public Education Department****

<https://www.google.com/maps/dir/>

-Make a copy for your own records, and submit originals to your secretary or bookkeeper who will verify the completeness of both documents (Travel and Reimbursement Request Worksheet & Travel Expense Spreadsheet) and Submit to Accounts Payable for payment

-Incomplete or incorrect paperwork will be returned and therefore delay your reimbursement

Pre-Travel Checklist

- Travel and Reimbursement Request Worksheet Complete Section I--sign/date and submit to site administrator for approval
- PO's are in place - You have copies This is the time you can make reservations & register. IF YOU MAKE THEM PRIOR BEFORE THIS POINT, please keep in mind you will need to provide an After the Fact form explaining why you DID NOT follow procedure and obligated District funds PRIOR to having a purchase order in place. All After the Fact forms MUST be Signed/Dated by **employee, site administrator and superintendent/assistant superintendent.**
- Reservations have been made
- Registration done
- All your Travel Questions have been answered

During Travel

- Save ALL your receipts. (Itemized meal receipts with clearly marked vendor name, date and time). REMINDER: NO alcohol on receipts and only pay for your meal
- Enjoy Your trip

Post-Travel Checklist

- Organize your receipts by date and time (don't forget we need itemized receipts)
- Complete Travel reimbursement spreadsheet Section II. Sign/date, get supervisor signature, superintendent signature if travel is out of state. Submit within 5 days of return from your trip.
- Make a copy for your records
- Submit to your secretary/bookkeeper who will review and submit to the Accounts Payable office.
- Keep an eye out for your reimbursement (1 to 2-week turnaround-dependent on when it is received)