

Travel Reimbursement Procedures

- ❖ A completed and approved Travel Proposal Form should have been previously submitted and approved in order to submit for Travel Reimbursement.

Submitting for Reimbursement

1. When you are requesting reimbursement you need to complete tabs 2 (Receipt Detail) and 3 (Category Totals) of the Travel Proposal form.
 - a. If you are using your original saved Travel Proposal form, simply click on tab 2 (Receipt Detail).
 - b. If you are using a new blank Travel Proposal form you will have to click on tab 1 (Proposal) and enter your name at the top of the form. Then go to Event Name and enter the name of the conference you are attending. You can then continue to tab 2 (Receipt Detail). If you do not do this your name will not appear on the top of the form and when it is submitted there will be no way to confirm the Receipt Detail page belongs to you.
2. On the Detail Receipt form, there are 3 sections that need to be completed for each receipt you are submitting for reimbursement. They are Category, Amount, and Description/Comment
3. When entering your items on Tab 2 (Receipt Detail tab) you must list each item individually, you **cannot** bulk items together. For example, you cannot total all your meals together and list them as one total (Each meal must be listed individually)
4. Start with Category. This is a drop down tab and there are 5 options to choose from, Event Fee, Travel to Destination, Lodging, Meals, and Local Travel. You need to choose the option that best describes the item you are requesting reimbursement of. Below is a list of examples for these categories
5. The next section is Amount. Enter the dollar amount of your receipt
6. The next section is Description/Category. Entered a brief description of the receipt you are requesting reimbursement of, include the date for the receipt. It can also include what the receipt is specifically for, parking, a taxi, an Uber/Lyft, name of the restaurant. Anything that will help explain what the category and item amount is for
7. Once you have listed all your receipts from your travels you are requesting reimbursement for, you have completed tab 2 (Receipt Detail). Tab 3 (Category Totals) will automatically fill in with the information you have entered on tab 2 (Receipt Detail).
8. Save this document to your computer and then print tabs 2 (Receipt Detail) and tab 3 (Category Totals).
9. Put a packet together that includes tabs 2 (Receipt Detail) and tabs 3 (Category Totals), copies of all original receipts, corresponding bank/credit card statements, W9, supporting documentation (see list below) and send this packet to Jennifer.Dizoglio@PPSD.org. As a reminder all meal receipts must be itemized. If they are not itemized, we can only reimburse you \$6.00 for that receipt. This policy is strictly enforced!
10. When submitting bank/credit card statements, you can black out all information except your name, the last 4 digits of the account number, and the purchases you are requesting reimbursement of.
11. Once I receive all the documentation I will review the submitted packet. If I have any questions or concerns, I will email you. Once the packet is completed I will submit it for approval. Once it is approved a direct payment is completed and submitted to accounting.

CATEGORY	DESCRIPTION/COMMENT EXAMPLES
Event Fee	The cost to register to the conference or workshop you are attending
Travel to Destination	Airfare, train ticket, bus ticket
Lodging	Hotel
Meals	Restaurant meals, coffees, snacks
Local Travel	If you used your own vehicle to travel to the event, you would be reimbursed the standard mileage rate of ¢.67 per mile (this rate varies yearly. The IRS determines the current rate, https://www.irs.gov/tax-professionals/standard-mileage-rates) from 797 Westminster Street to the event and back. We use Mapquest to obtain the mileage from 797 to the address of the event and back and calculate the total reimbursement. This can also be for Uber/Lyft and Taxi services

Supporting Doc Required per travel packet

1. Travel Proposal Form
2. Detail Receipt tab
3. Category Totals tab
4. Copies of all receipts
5. Copies of all bank/credit card statement(s)
6. Per Diem Hotel and Meal rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>)
7. MapQuest starting from the employee's school to event (Starting address is always from the employee's school, not the employees home address)
8. From the events website, description of event, schedule, registration information, hotel accommodations