	Columbia Public Schools Columbia, Missouri	**PROCEDURE**	NO.	190.30
			DATE	07/01/98
SUBJECT:	**TRAVEL EXPENSE VOUCHERS**		REVISION NO.	8
			REVISION DATE	09/15/14

A. The Travel Expense Voucher Form is required for travel related reimbursement requests and for reconciling Travel Advances
B. Travel Reimbursement
    1. To receive reimbursement for travel related expenses turn in an approved Travel Expense Voucher to Business Services within 30 calendar days from the end of travel along with required receipts and documentation.
        i. Consideration of reimbursement outside of 30 calendar days requires a statement written and signed by the employee's supervisor explaining why the reimbursement request is being submitted late.
C. Travel Advance
    1. Employees who receive travel advances must reconcile the travel advance within 10 days of returning from travel by submitting an approved Travel Expense Voucher to Business Services along with required receipts and documentation.
D. Filling out the Travel Expense Voucher form for reimbursement or travel advance reconciliation.

    Remember that expenses pre-paid by the District or expenses paid by another traveler are not to be included on the individual's Travel Expense Voucher. The Travel Expense Voucher is for all travel related expenses paid for by the employee via personal funds or via a District issued cash advance.

    1. Name: Name of the employee (traveler)
    2. Purpose of Travel: If the purpose of travel was to attend a conference, workshop, training, etcetera, make sure you list the name of the conference, etcetera. Vague purpose of travel descriptions are not accepted.
    3. CPS #: The Columbia Public Schools identification number of the employee traveling.
    4. Location: The location being traveled to
    5. Building: The home school or location of the employee
    6. Dates Attended: The date travel began and the date travel ended
    7. Purchase Order No.:
        i. Reimbursement: The number of the purchase order for the travel reimbursement.
        ii. Travel Advance: The number of the purchase order for the travel advance. If travel expenses exceeded the travel advance creating a reimbursement for the traveler an additional purchase order must be created for the overage. Make sure to list both purchase order numbers on the Travel Expense Voucher.

8. Dates: Date each day in the column header. If your travel exceeded 1-week use an additional Travel Expense Voucher and include the total for all pages on the last page.
9. Hotel Motel: List the cost of lodging per day. Add the daily room charge and mandatory room fees such as taxes to the daily cost of the room and list on the corresponding day. Original detailed receipt is required. The receipt must include the following:
    i. The name of the employee (room occupant) must be listed on the receipt. Expenses incurred as a result of a guest(s) traveling with the employee (i.e., taking a spouse with you to a conference) will not be reimbursed. In this case only the single room rate and applicable taxes will be reimbursed. The employee must notate the adjusted rate on the receipt.
        1. In situations where an employee is paying for multiple hotel rooms with single or multiple occupancy (i.e., student travel) a list of all occupants must accompany the receipt.
    ii. The receipt must show a zero balance (payment in full). If the hotel receipt does not show a zero balance the employee needs to attach a copy of the canceled check or credit card statement.
10. Meals: The cost of each meal must be listed and the total for the day must be calculated, (i.e. breakfast $4.00, lunch $7.50, dinner $11.00, total meals = $22.50). The maximum daily reimbursement amount is $35.00. Receipts are not needed.
11. Public Transportation: This includes shuttle service, taxi, bus/subway, train, and airfare. Public Transportation does not include expenses for a personal vehicle. Original detailed receipt(s) required.
12. Personal Vehicle Expense: This if for mileage. Include the number of miles driven each day and calculate the total reimbursement for each day by multiplying the number of miles by the reimbursement rate found on the Travel Expense Voucher.
13. Registration: Original detailed receipt(s) required. Email receipts are not accepted. If the only receipt given is an email receipt include a written signed statement explaining that the emailed receipt is the only receipt. If the receipt does not show payment the employee need's to attach a copy of the canceled check or credit card statement.
14. Other: This includes parking, baggage fees, and any expenses not included in other categories. Attach a separate sheet if necessary. Original detailed receipt(s) required.
15. Account Codes and Amount: Key and object codes are required.
16. Totals: List the total of the expenses, the travel advance (if you received a travel advance), the amount due and circle either Employee or District to indicate who is owed money.
    i. If you received a travel advance and need to need to reimburse the District for unused funds attach a check. Do not send cash via interoffice mail.
17. Approvals: Sign and date your Travel Expense Voucher, have your Supervisor sign and date your Travel Expense Voucher.

18. Forward the original complete, supervisor approved, Travel Expense Voucher to Business Services along with the required receipts and documentation. Copies of the signed Travel Expense Voucher are not acceptable.