

Area: Fiscal Systems

Subject: FS19 - Travel Reimbursement Claim

Reference:

Policy: Travel Reimbursement Claim

Procedure:

1. The employee completes Travel Reimbursement Claim form upon returning from travel, signs and submits form to their immediate Supervisor (the detailed instructions for completing this form are found on the back of the form and are to be followed thoroughly). All original receipts must be attached. If claim exceeds the amount previously submitted on the Travel Authorization form, employee will inform Supervisor.
2. The Supervisor will review the reimbursement claim and receipts for completeness/accuracy. The Supervisor then initials next to or signs, if signature authority exists, on the Department Head approval line. Whether authority exists or not, the Supervisor will forward the claim to the Administrative Assistant.
3. The Administrative Assistant obtains all signatures needed and has account numbers inserted and initialed by Data Technician then forwards to Program Support Secretary for processing.
4. The Program Support Secretary:
 - a. Dates the bottom right-hand corner of the claim
 - b. Makes a copy of the claim and all receipts
 - c. Files all copies in the Travel Authorization/Reimbursement Binder
 - i. Under the appropriate staff member's name
 - ii. Next to the Authorization for said travel
 - d. Forwards the original claim to the Accounting Technician in Purchasing Department, SOCE Business Office
5. All receipts for the following must be attached: air travel; lodging; registration fee; parking; and/or shuttle/ground transportation. Meals do not require receipts, unless the cost exceeds the normal reimbursable amounts.
6. If the employee received an advance, then the Less Advance Total section must include all advancement amounts (i.e., check to employee, prepaid airfare; prepaid registration fees, etc.).
7. If Travel Claim is for any Director II, it needs to be forwarded to CFS Division Administrator for signature prior to submission to the Business office.
8. Claims within the seven (7) county service area may be signed and approved by Department Head. If outside the service area, claim must have the signature of appropriate Director; if out-of-state, Superintendent must approve and sign.

Supervised by: Director II, Director I

Performed by: Division Staff

Forms needed: Travel Reimbursement Claim form

Frequency: Ongoing