

Instructions for Completing Travel Reimbursement

BEFORE YOU TRAVEL, YOU MUST HAVE AN “APPROVED” LEAVE FORM. This protects you in case of an accident, and insures that your reimbursement will be approved. THIS IS YOUR RESPONSIBILITY.

Once your travel is complete, you must complete a travel reimbursement form immediately upon your return. THIS FORM MUST BE RECEIVED BY THE BUSINESS OFFICE ON OR BEFORE THE 45TH DAY FOLLOWING YOUR TRAVEL OR YOU WILL NOT BE REIMBURSED FOR ANY ALLOWABLE FUNDS EXPENDED.

Always use the form on our website (not one you may have saved to your computer) because we may update it from time to time.

Separate your receipts by day. Tape your receipts to an 8.5x11 piece of paper; be sure that the tape does not cover any text. Your meal receipts must show detail of itemized purchases and your payment. Add your tips to your total meal cost for each meal.

“TIPS” on the reimbursement form are for BAGGAGE only.

You must have a copy of your approved leave form attached.

If requesting mileage, you must have a copy of Google maps or MapQuest attached. Mileage may only be calculated from your school to the airport or event, not from your home.

Employee must sign the completed form.

Principal must sign the completed form.

If your travel is being paid for with Grant Funds, the Grant Director must sign the completed form. (Your approved leave form should have the Grant information as the “funding source” already complete). *Keep in mind that this must be approved PRIOR to the 45 day limit.*

Complete the form in its entirety.

*Your mailing address should match what is on your pay stub, if it doesn't, you need to log on to the Employee Self Service (ESS) on our website to complete an address change.