

## Travel Reimbursement Claim Information/Instructions

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1. When traveling for the department, you will need to fill out a Travel Reimbursement Claim form. Multiple months cannot be claimed on one form. Each month's travel should have its own claim form. When filling out the form, if you should make a mistake, please draw a line through it and write the correct information next to it or use the online version and type over the mistake. **Pencil or whiteout should never be used on the Travel Reimbursement Claim form.**
2. Your travel is due to your Supervisor on the last working day of the month. Any delays can result in your travel reimbursement not being processed on time resulting in a delay in the payment of the reimbursement.
3. Fill in your name, address, and month/year on the top of the claim form; this is especially important if your home was the start of any travel.
4. The following columns; Date, From, To, Mileage Reimbursement, Daily Total, and Purpose of Travel need to be filled in to avoid having it returned to you and delaying your reimbursement. The remaining columns are used for travel over 12 hours in a day or more.
5. Reimbursement travel is always the lesser of two distances. For example, if your home is further from the ESD than your designated work site, you will list your work site as the starting place, if your home is closer to the ESD than your designated work site, then you will claim from your home to the ESD for travel that day.
6. If you are making multiple stops, please notate them in the "from or to" boxes – not the Purpose of Travel box.
7. Your travel "from and to" destination must be specific. Please do not put down a city when the destination is a specific site such as Givens or Creative Kids. Be sure to indicate if it is round trip (RT) for any travel destinations.
8. Please make your purpose of travel as specific as possible, such as:
  - Enrollments, Measurements/Ht. and Wt.
  - Site Supervision

- Travel between sites
  - Grocery Shopping
  - Conference/training name
9. If you are making a home visit, you are NOT required to put the child's name or complete address. You ARE required to put a street name and city for verification of the mileage you are asking as reimbursement.
  10. It is okay for your "from and to" boxes to stretch across the page. If you need to use the reimbursement boxes for your meals, you can put an asterisk after the location and write it in on another line or towards the bottom of the form.
  11. Meals are reimbursed at the per diem rate of the location when the traveler stays overnight on ESD business or training. Some meals are provided at the conference; please only mark the meals that were not provided.
  12. If you are in travel status more than 12 hours but less than 24 hours, you may be reimbursed for your meal(s). You must be traveling during the designated meal times. (7-8AM for breakfast, 12-1PM for lunch, and 5-6PM for dinner) reimbursement will be at the rate for the location you have traveled to. For less than 24 hours, per diem status you must have a receipt for your meal(s), meal and tip cannot exceed the per diem rate amount. This is taxable and you will be reimbursed through payroll, but it is still submitted on your travel reimbursement claim form.
  13. If you receive a travel advance, it must be claimed on that month's travel claim along with the expenses the advance was for.
  14. If you stay in a hotel paid for with the ESD credit card, please request a copy of the invoice to bring back to the ESD. Date and sign the invoice and return to the Administrative Assistant.
  15. The "other" column is used to claim any travel-related expense that does not have a designated place on the form. The explanation for what the money was spent for is put in the box called "Other Expense Reimbursement Claim Detail" on the bottom of page 2. Once you list the detail for the expense in that box, you must transfer the dollar amount to the "other" column on the row for the date the money was spent in order for it to be

included in your totals. The “Other Expense Reimbursement Claim Detail” box is only to list how you spent the money for the business office’s information.

16. Please do not use ditto marks (“”). You must enter every purpose of travel individually. Remember not to use whiteout or pencil. Try to use the online form instead of writing your mileage by hand. If you do write it by hand and make a mistake, please line through it and write the correction next to it.
17. If a receipt is lost, you may still be reimbursed by completing the General Expense Receipt form; it must be signed by your supervisor. For day parking where a receipt is unavailable, you do not need a receipt or to fill out the General Expense Receipt form. For toll bridge reimbursement, if you don’t have a receipt you will only be reimbursed for the “Good to Go” rate.
18. Do not use the Travel Reimbursement Claim form for reimbursement of non-travel related items; use the Non-Travel Reimbursement Claim form.
19. If you have traveled for an overnight training and received a travel advance, you will need to account for that on the Travel Reimbursement Claim form. In order to do this, you need to separate all training travel from routine travel. Training travel is coded to the “21” code. Code all travel according to your distribution. Example: you had 100 miles of training travel and your account distribution is ECEAP 40%, HS 30%, EHS 30%, it would look like this: 3469-21-8200-067-1500 - \$40.00, 3468-21-8200-107-1500 - \$30.00, 3467-21-8200-107-1500 - \$30.00.
20. Once you’ve coded everything, subtract the travel advance. Make sure that the top section, where it says TOTAL TRAVEL agrees with the SUMMARY by ACCOUNT CODE section of the travel reimbursement section. These two totals must agree or the claim will be returned to you.
21. Any questions or need for help should be directed to the Administrative Assistant.