Travel Expense Claim Procedure

When traveling for the department, you will need to fill out a Travel Expense Claim Form. Multiple months cannot be claimed on one form. Each month's travel should have its own Travel Expense Claim Form.

You will need to download a new copy from the OESD website each month. Do NOT save it onto your computer. This ensures that you are using the correct version.

Your Travel Expense Claim Form 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.

Filling Out the Form:

1. Fill in your name and home address. This is important as your home may be the start of any travel.

2. Enter date of travel in mm/dd/yy format.

3. Enter your starting location, your destination, mileage traveled. Enter the reason for your trip into the "Misc. Description" column. These need to be filled in to avoid having your Travel Expense Claim Form returned to you and delaying your reimbursement. Your reason for travel must be specific.
   Examples: Grocery shopping, Site visit, Home visit, Kidvantage drop off

   a. 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.

   b. Always round to the closest whole mile.
      Example*: 5.3 miles -> 5 miles, 6.5 miles -> 7 miles*

   c. If you are making a round trip, you do not need to use two lines, simply put "(RT)" after the "To" address.

   d. Your travel "From" and "To" destinations must be specific.
      If you are making a home visit, you are NOT required to put the child's name. You ARE required to put the full address for verification of the mileage you are claiming.

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Per Diem & Over Night Stays:

If you are in travel status more than 11 hours, but less than 24 hours, you may be reimbursed for your meal(s). You must be traveling during the designated mealtimes (7-8AM for breakfast, 12-1PM for lunch, and 5-6PM for dinner). You may not stop for a meal just to meet the 11-hour rule.

- For less than 24 hours, you must have a receipt for your meal(s). Meal and tip cannot exceed the per diem rate amount.

Some meals may be provided at the function you are traveling to. You cannot claim per diem for meals that are provided.

Meals are reimbursed at the per diem rate of the location when the traveler stays overnight on ESD approved business or training.
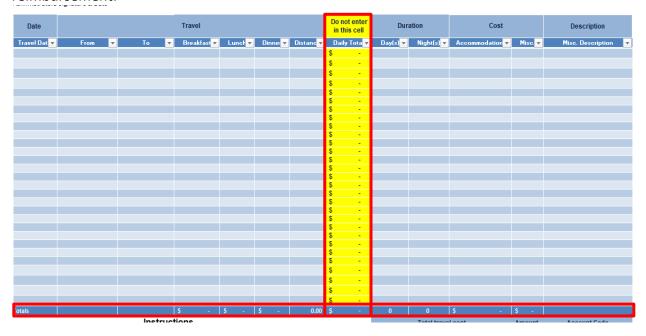
If staying overnight, enter the number of days and night.

Enter any miscellaneous expenses such as taxi, ferry, and parking into the "Misc." column. Put the description of the miscellaneous expense into the "Misc. Description" column. You must provide a receipt for miscellaneous expenses.

If a receipt is lost, you may still be reimbursed by completing the Lost Receipt Form.

Final Form Completion:

Do not change anything in the yellow "Daily Total" column, or the "Totals" line at the bottom.
This will mess up the formulas on your Travel Reimbursement and can result in an inaccurate reimbursement.

Date	Travel							Do not enter in this cell	Duration		Cost		Description
Travel Date	From	To	Breakfast	Lunch	Dinner	Distance		Daily Total	Day(s)	Night(s)	Accommodation	Misc	Misc. Description
								$ -					
								$ -					
								$ -					
								$ -					
								$ -					
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								$ -					
Totals				$ -	$ -	$ -	0.00	$ -	0	0	$ -	$ -	

Instructions

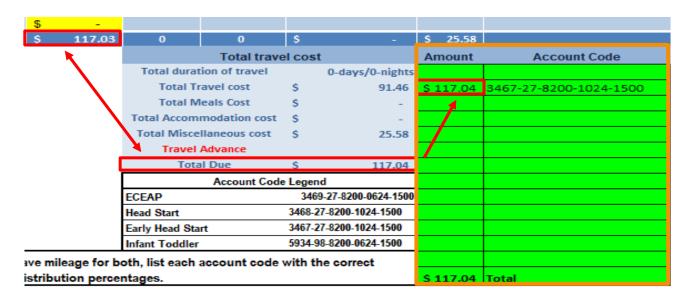Total travel cost   Amount   Account Code

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Enter in the expense amount and account codes in the green highlighted area.
*The total on the blue line may vary from the total in the blue section. Claim whichever is the highest total.

$ -							
$ 117.03	0	0	$ -		$ 25.58		

Total travel cost		Amount	Account Code
Total duration of travel	0-days/0-nights		
Total Travel cost	$ 91.46	$ 117.04	3467-27-8200-1024-1500
Total Meals Cost	$ -		
Total Accommodation cost	$ -		
Total Miscellaneous cost	$ 25.58		
Travel Advance			
Total Due	$ 117.04		

Account Code Legend	
ECEAP	3469-27-8200-0624-1500
Head Start	3468-27-8200-1024-1500
Early Head Start	3467-27-8200-1024-1500
Infant Toddler	5934-98-8200-0624-1500

ave mileage for both, list each account code with the correct
istribution percentages.

$ 117.04	Total

Code all travel according to your distribution, unless otherwise specified.

All training/conference related travel is coded to the "21" activity code.

If you receive a travel advance, enter it manually on the red "Travel Advance" line and in the green "Amount" column as a credit. *Example: For a Travel Advance of $232, you will enter it in as -$232. It should look like this ($232), once entered.*

-							
7.03	0	0	$ -		$ 25.58		

Total travel cost		Amount	Account Code
Total duration of travel	0-days/0-nights		
Total Travel cost	$ 91.46	$ 117.04	3467-27-8200-1024-1500
Total Meals Cost	$ -		
Total Accommodation cost	$ -		
Total Miscellaneous cost	$ 25.58		
Travel Advance	$ 232.00	$ (232.00)	
Total Due	$ (114.97)		

Account Code Legend	
ECEAP	3469-27-8200-0624-1500
Head Start	3468-27-8200-1024-1500
Early Head Start	3467-27-8200-1024-1500
Infant Toddler	5934-98-8200-0624-1500

for both, list each account code with the correct
percentages.

$ (114.96)	Total

Any questions or need for help should be directed to the Administrative Assistant