

PLEASE READ ALL INSTRUCTIONS BEFORE PROCEEDING
*****Contact your Administrative Assistant before starting this process*****
5/30/24

Voucher for Reimbursement of Expenses

- Must be completed within two weeks upon return from an approved professional trip if there are any reimbursable expenses.
- A copy of or the original approved blue form must be attached for all District travel reimbursement requests.
- A copy of the conference/meeting agenda must be attached for all District travel reimbursement requests.
- A copy of the hotel receipt must also be attached for reimbursement of meals.
- Meals are reimbursed for overnight stay only and are based solely on the number of nights (not days) stayed. Time of departure and return is not taken into consideration.
- Mileage is reimbursed at the higher current Mississippi Department of Finance and Administration rate if District transportation is NOT available. Employee choice reimbursement rate is at the lower mileage rate. Employee choice DOES NOT mean that multiple people traveling from the District to the same conference/meeting can drive personal vehicles and be reimbursed unless it has been approved by Central Office.
- Reimbursement requests must be submitted to Central Office with all necessary attachments, signatures, and codes by 3:30 p.m. on the Tuesday before the Board meets. (Board meets the 2nd Monday of each month)
- If reimbursements will be paid out of SPED, Federal Funds, or Athletics, please keep in mind that it must go through those offices as well for approval and coding.
- Reimbursement checks are printed once a month and put in each school's mailbox at Central Office on the Tuesday after the Board meets and will be delivered to the schools the following day.

If you are unclear about any of these instructions, please contact the Administrative Assistant in your building or Accounts Payable at ext. 1007 or wpap@westpoint.k12.ms.us.

WEST POINT CONSOLIDATED SCHOOL DISTRICT
VOUCHER FOR REIMBURSEMENT OF EXPENSES INCIDENT TO OFFICIAL TRAVEL

REV 010522

VENDOR #: Obtain # from Admin. Assistant

SCHOOL: West Point HS-South

WPCSD 46.00

NAME: Jane Doe

FUND:

FUNCT:

OBJ: Admin. Assistant will add account codes

For mileage for privately owned automobile used by me for transportation and reimbursement for subsistence and other authorized expenses paid by me in the discharge of official duty from 8/3/22 to 8/5/22. The itemized statement follows.
(DATE) (DATE)

ALLOWABLE AMOUNT CLAIMED	
MEALS/PER DIEM	\$92.00
TRAVEL AUTO (VAN AVAILABLE)	\$0.00
TRAVEL AUTO (VAN UN AVAILABLE)	\$0.00
OTHER TRAVEL COST	\$296.00
ENTER PREPAID AMOUNTS, IF APPLICABLE	\$296.00
TOTAL REIMBURSEMENT(REFUND)	\$92.00

EXAMPLE ONLY

DATE	MEALS TOTAL AMT ALLOWED PER DAY	PURPOSE	POINTS OF TRAVEL	TOTAL MILES VAN AVAIL	TOTAL MILES VAN UN AVAIL	OTHER AUTHORIZED EXPENSES	
						ITEM	AMOUNT
8/3/22	46.00	School District Procedures Conf.	West Point, MS to Jackson, Ms			Registration	100.00
8/4/22	46.00					Lodging	196.00
TOTALS	92.00			0	0		296.00
				0.18	0.585		
				0.00	0.00		

Subject to any difference determined by verification, I certify that the above amount claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received.

TRAVEL CHEAT SHEET

1. Complete **Leave Request (blue form)** and enter leave in **Timetrust** (time clock).
(This step should be completed no later than 2 weeks prior to trip due to steps that follow, but really should be done as soon as conference/meeting details are received.)
 - a. Blue form needs to be completed in entirety; i.e. if any registration, meals, mileage, lodging costs, they need to be included as estimates for cost of travel (hotels can be contacted for a price if not already known but do not book at this time & Meal Reimbursement Rate is on District website)
 - b. Multiple people traveling to the same conference cannot choose employee choice and expect reimbursement unless requested and approved by Central Office prior to traveling to split the mileage.
 - c. Attach a copy of conference agenda to blue form
 - d. Submit both (blue form & leave in time clock) for approval
 - e. If travel will be paid out of Federal Funds, Special Services, or Athletics, those forms must be sent through those offices for approval after being approved at the building level
2. **Van Request (green form)** to submit same time as blue form
3. After blue form approved (complete registration, hotel reservations, etc.)
4. Registration – complete check request (**pink form**) or purchase order (whichever they accept) with approved blue form attached
5. Lodging – complete **Travel Card Form (orange form)** with approved blue form attached - see specific instructions and example on District website BEFORE making reservation
6. A personal credit/debit card is required for hotel incidentals
7. Check lodging receipts before leaving hotel to make sure no tax (if in MS) was added and personal card was not charged.
8. Email a copy of hotel receipt to cardholder (whoever took care of payment; District, Federal, or Athletics) as soon as return
9. Within two (2) weeks upon return - **Reimbursement Form** (\$46, \$51, \$56) -complete appropriate form according to meal reimbursement rate (most used will be \$46) – Specific instructions and sample copy is on the District website
10. Attach copy of blue form to all reimbursement forms.
11. Attach a copy of hotel receipt if requesting reimbursement for meals
12. Sign and submit for approval by building Administrator (for Federal Funds, Special Services, and Athletics, must also go through those offices for approval and account codes before sent to Central Office)
13. At Central Office, will need to be approved by Superintendent
14. All reimbursements approved by the bill due date each month (Tuesday before the Board meets) will be keyed for payment
15. Checks printed – Tuesday after Board meeting and go in the pony for the next day's delivery