

Digital Reimbursement Form

1. Go to the District Website, www.westpoint.k12.ms.us
2. Under “Quick Links”, Click Employee Portal
3. In the Middle Column, under “Travel Forms”, Click Digital Reimbursement Form
4. **Vendor/Fund Information:**
 - A.** Start by entering the FY (year) Per Diem Rate, if travel was in Mississippi, it will be \$68, if out of state, reference the FY Per Diem Rates in the link at the top of the form underlined in blue.
 - B.** Enter your district vendor number, if you do not know this number, ask the administrative assistant of the building where you are housed.
 - C.** Select the school or office from the drop-down box that you are housed in.
 - D.** If this travel is being paid for out of Athletics, Federal Programs, Vocational, or Special Services select the box that says, “Check here if this is a request for the Athletic Department, Federal Programs, Career and Technology Center/Vocational or Office of Special Services”. If you check this box a drop-down box will appear, select the department that needs to approve this reimbursement.
 - E.** The administrative assistant and supervisor should have populated when you selected the school/office that you are housed.
 - F.** Enter your full name and your district issued email address (not personal).
 - G.** You will need the account number that was put on your leave form for the FUND, FUNCT, and OBJ.
 - H.** List the date(s) you attended the conference/meeting. Those date(s) entered will populate in the sentence below.
5. **Allowable Amount Claimed:** You will not be able to enter any information into the box labeled, “Enter Prepaid amounts, if applicable”, you will need to enter the amount of the items that were prepaid for before travel began (hotel/registration).
6. **Meals and Mileage:**
 - A.** The date(s) and total meals allowed for the travel will populate in the box.
 - B.** If you are requesting mileage for use of your personal vehicle you will need to enter the purpose (conference or meeting) the points of travel (from West Point to and from the city of conference/meeting).
 - C.** The total miles will be entered under Total Miles Van Avail (this is if you selected employee choice) or Total Miles Van Unavail (this is if you selected district van and you were notified that there was no van available). These items will populate in the box above.
7. **Other Authorized Expenses:**

- A.** Enter under “Item” box any hotel, parking charges, registration, taxi/uber charges, etc. charges you accumulated during your travel.
 - B.** You will need to put the amount of the charges beside the item under “Amount”.
 - C.** If any of the items you put in this box were prepaid for before your travel you will need to enter this amount in the box above that says, “Allowable Amount Claimed” box in the area that says, “Enter Prepaid Amounts, If Applicable”, this will be subtracted from the Total Reimbursement (Refund) box.
8. **Upload receipt(s), approved leave form, and meeting agenda:** Receipts from hotel, parking charges, and taxi/uber charges will need to be uploaded to this box, along with your approved leave request and agenda from the conference/meeting you attended. If these items are not received with your reimbursement form, it will be sent back for revision and will hold up your reimbursement being issued.
 9. Check over the form to make sure the form is completed entirely. **The form will not submit unless it's completed.** If everything is completed and uploaded, you will need to sign the form and click submit.