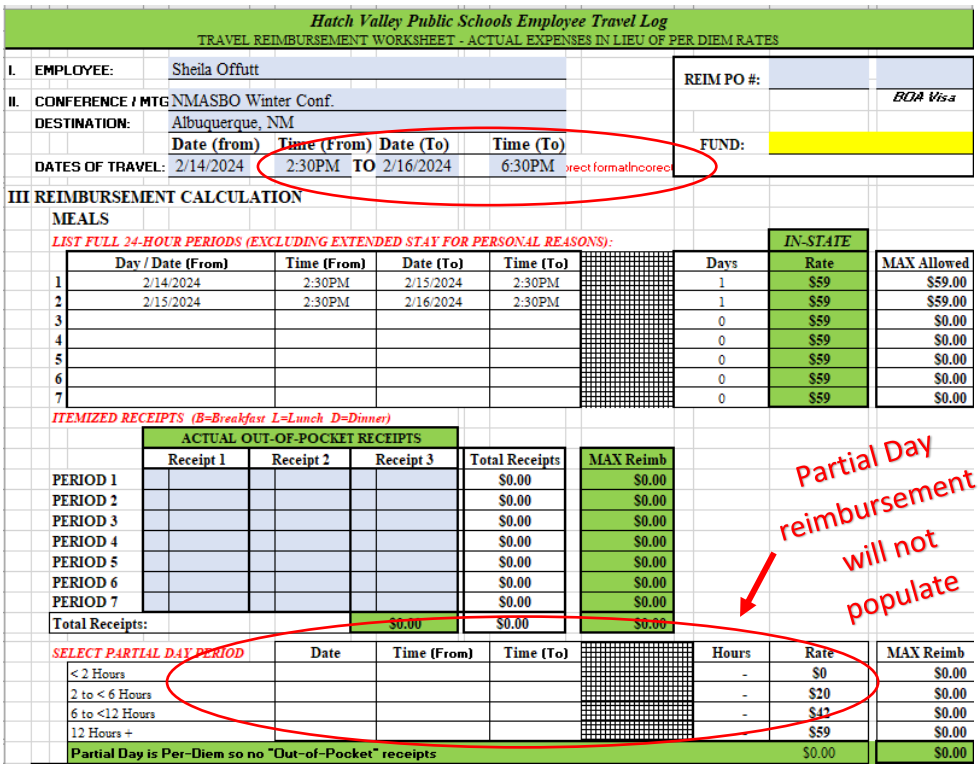
**2025-2026 Travel Log Form Directions**

1. Enter employee name
2. Enter name of conference/meeting
3. Enter name of destination
4. Enter dates and actual time of departure/arrival. This must be entered in the following format: 1:00 PM (with a space after the minute, before the AM/PM). If this is entered incorrectly, you will see an error.

## Incorrect Time Format:



*Hatch Valley Public Schools Employee Travel Log*
TRAVEL REIMBURSEMENT WORKSHEET - ACTUAL EXPENSES IN LIEU OF PER DIEM RATES

I. EMPLOYEE: Sheila Offutt — REIM PO #:
II. CONFERENCE / MTG: NMASBO Winter Conf. — BOA Visa
DESTINATION: Albuquerque, NM
FUND:

| | Date (from) | Time (From) | Date (To) | Time (To) |
|---|---|---|---|---|
| DATES OF TRAVEL: | 2/14/2024 | 2:30PM | TO 2/16/2024 | 6:30PM |

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III REIMBURSEMENT CALCULATION

MEALS

*LIST FULL 24-HOUR PERIODS (EXCLUDING EXTENDED STAY FOR PERSONAL REASONS):*

| | Day / Date (From) | Time (From) | Date (To) | Time (To) | Days | IN-STATE Rate | MAX Allowed |
|---|---|---|---|---|---|---|---|
| 1 | 2/14/2024 | 2:30PM | 2/15/2024 | 2:30PM | 1 | $59 | $59.00 |
| 2 | 2/15/2024 | 2:30PM | 2/16/2024 | 2:30PM | 1 | $59 | $59.00 |
| 3 | | | | | 0 | $59 | $0.00 |
| 4 | | | | | 0 | $59 | $0.00 |
| 5 | | | | | 0 | $59 | $0.00 |
| 6 | | | | | 0 | $59 | $0.00 |
| 7 | | | | | 0 | $59 | $0.00 |

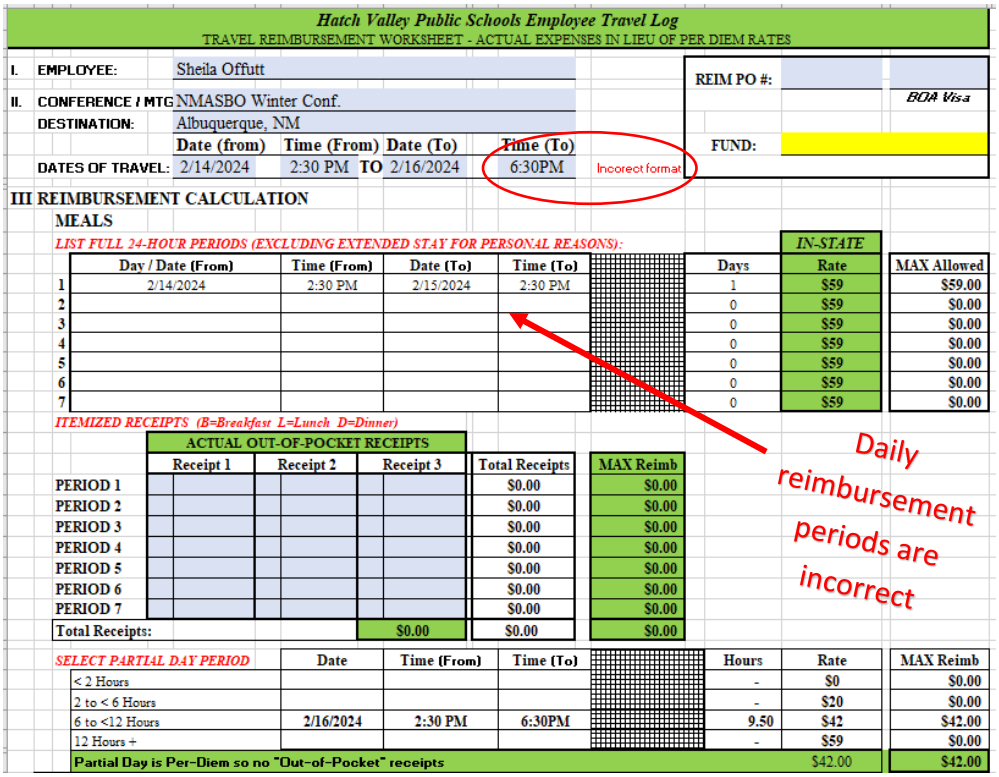
*ITEMIZED RECEIPTS (B=Breakfast L=Lunch D=Dinner)*

| | ACTUAL OUT-OF-POCKET RECEIPTS Receipt 1 | Receipt 2 | Receipt 3 | Total Receipts | MAX Reimb |
|---|---|---|---|---|---|
| PERIOD 1 | | | | $0.00 | $0.00 |
| PERIOD 2 | | | | $0.00 | $0.00 |
| PERIOD 3 | | | | $0.00 | $0.00 |
| PERIOD 4 | | | | $0.00 | $0.00 |
| PERIOD 5 | | | | $0.00 | $0.00 |
| PERIOD 6 | | | | $0.00 | $0.00 |
| PERIOD 7 | | | | $0.00 | $0.00 |
| Total Receipts: | | | $0.00 | $0.00 | $0.00 |

| *SELECT PARTIAL DAY PERIOD* | Date | Time (From) | Time (To) | Hours | Rate | MAX Reimb |
|---|---|---|---|---|---|---|
| < 2 Hours | | | | - | $0 | $0.00 |
| 2 to < 6 Hours | | | | - | $20 | $0.00 |
| 6 to <12 Hours | | | | - | $42 | $0.00 |
| 12 Hours + | | | | - | $59 | $0.00 |
| Partial Day is Per-Diem so no "Out-of-Pocket" receipts | | | | | $0.00 | $0.00 |

Partial Day reimbursement will not populate

2 times entered incorrectly result in incorrect format error note.



*Hatch Valley Public Schools Employee Travel Log*
TRAVEL REIMBURSEMENT WORKSHEET - ACTUAL EXPENSES IN LIEU OF PER DIEM RATES

I. EMPLOYEE: Sheila Offutt — REIM PO #:
II. CONFERENCE / MTG: NMASBO Winter Conf. — BOA Visa
DESTINATION: Albuquerque, NM
FUND:

| | Date (from) | Time (From) | Date (To) | Time (To) |
|---|---|---|---|---|
| DATES OF TRAVEL: | 2/14/2024 | 2:30 PM | TO 2/16/2024 | 6:30PM |

Incorect format

III REIMBURSEMENT CALCULATION

MEALS

*LIST FULL 24-HOUR PERIODS (EXCLUDING EXTENDED STAY FOR PERSONAL REASONS):*

| | Day / Date (From) | Time (From) | Date (To) | Time (To) | Days | IN-STATE Rate | MAX Allowed |
|---|---|---|---|---|---|---|---|
| 1 | 2/14/2024 | 2:30 PM | 2/15/2024 | 2:30 PM | 1 | $59 | $59.00 |
| 2 | | | | | 0 | $59 | $0.00 |
| 3 | | | | | 0 | $59 | $0.00 |
| 4 | | | | | 0 | $59 | $0.00 |
| 5 | | | | | 0 | $59 | $0.00 |
| 6 | | | | | 0 | $59 | $0.00 |
| 7 | | | | | 0 | $59 | $0.00 |

*ITEMIZED RECEIPTS (B=Breakfast L=Lunch D=Dinner)*

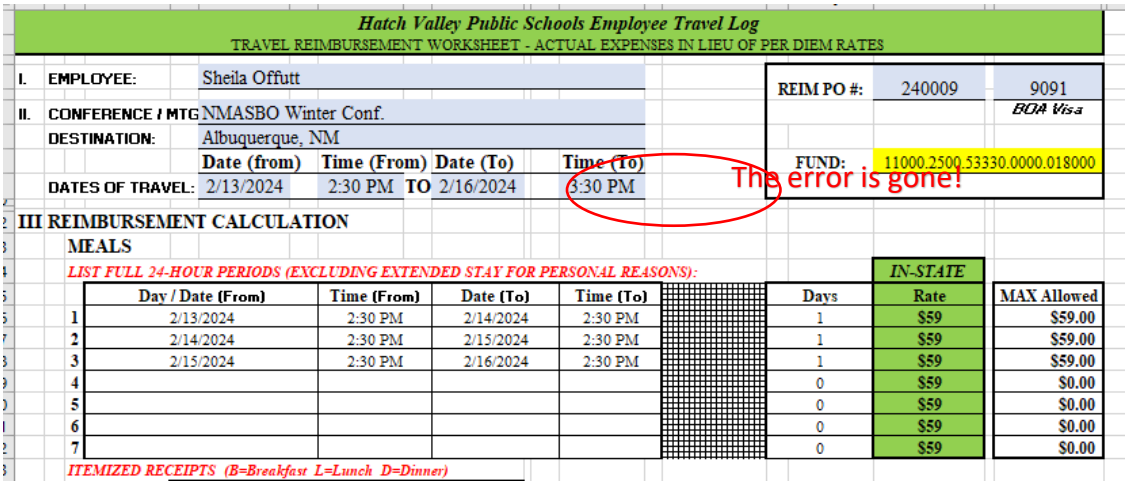
| | ACTUAL OUT-OF-POCKET RECEIPTS Receipt 1 | Receipt 2 | Receipt 3 | Total Receipts | MAX Reimb |
|---|---|---|---|---|---|
| PERIOD 1 | | | | $0.00 | $0.00 |
| PERIOD 2 | | | | $0.00 | $0.00 |
| PERIOD 3 | | | | $0.00 | $0.00 |
| PERIOD 4 | | | | $0.00 | $0.00 |
| PERIOD 5 | | | | $0.00 | $0.00 |
| PERIOD 6 | | | | $0.00 | $0.00 |
| PERIOD 7 | | | | $0.00 | $0.00 |
| Total Receipts: | | | $0.00 | $0.00 | $0.00 |

| *SELECT PARTIAL DAY PERIOD* | Date | Time (From) | Time (To) | Hours | Rate | MAX Reimb |
|---|---|---|---|---|---|---|
| < 2 Hours | | | | - | $0 | $0.00 |
| 2 to < 6 Hours | | | | - | $20 | $0.00 |
| 6 to <12 Hours | 2/16/2024 | 2:30 PM | 6:30PM | 9.50 | $42 | $42.00 |
| 12 Hours + | | | | - | $59 | $0.00 |
| Partial Day is Per-Diem so no "Out-of-Pocket" receipts | | | | | $42.00 | $42.00 |

Daily reimbursement periods are incorrect

1 time entered incorrectly result in incorrect format error note.

## Correct Time Format:



***Hatch Valley Public Schools Employee Travel Log***

TRAVEL REIMBURSEMENT WORKSHEET - ACTUAL EXPENSES IN LIEU OF PER DIEM RATES

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| I. | EMPLOYEE: | Sheila Offutt | | | | REIM PO #: | 240009 | 9091 BOA Visa |
| II. | CONFERENCE / MTG | NMASBO Winter Conf. | | | | | | |
| | DESTINATION: | Albuquerque, NM | | | | | | |
| | | Date (from) | Time (From) | Date (To) | Time (To) | FUND: | 11000.2500.53330.0000.018000 | |
| | DATES OF TRAVEL: | 2/13/2024 | 2:30 PM | TO 2/16/2024 | 3:30 PM | | | |

The error is gone!

**III REIMBURSEMENT CALCULATION**

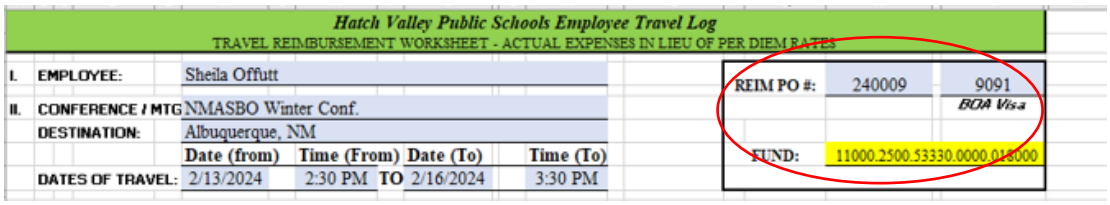
**MEALS**

*LIST FULL 24-HOUR PERIODS (EXCLUDING EXTENDED STAY FOR PERSONAL REASONS):*

| | Day / Date (From) | Time (From) | Date (To) | Time (To) | Days | IN-STATE Rate | MAX Allowed |
|---|---|---|---|---|---|---|---|
| 1 | 2/13/2024 | 2:30 PM | 2/14/2024 | 2:30 PM | 1 | $59 | $59.00 |
| 2 | 2/14/2024 | 2:30 PM | 2/15/2024 | 2:30 PM | 1 | $59 | $59.00 |
| 3 | 2/15/2024 | 2:30 PM | 2/16/2024 | 2:30 PM | 1 | $59 | $59.00 |
| 4 | | | | | 0 | $59 | $0.00 |
| 5 | | | | | 0 | $59 | $0.00 |
| 6 | | | | | 0 | $59 | $0.00 |
| 7 | | | | | 0 | $59 | $0.00 |

*ITEMIZED RECEIPTS (B=Breakfast L=Lunch D=Dinner)*

5. Enter Reimbursement PO # and last 4 digits of the credit card used for the hotel, and the fund code from the File Copy of your PO. The school site secretary should have this information.



***Hatch Valley Public Schools Employee Travel Log***

TRAVEL REIMBURSEMENT WORKSHEET - ACTUAL EXPENSES IN LIEU OF PER DIEM RATES

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| I. | EMPLOYEE: | Sheila Offutt | | | | REIM PO #: | 240009 | 9091 BOA Visa |
| II. | CONFERENCE / MTG | NMASBO Winter Conf. | | | | | | |
| | DESTINATION: | Albuquerque, NM | | | | | | |
| | | Date (from) | Time (From) | Date (To) | Time (To) | FUND: | 11000.2500.53330.0000.018000 | |
| | DATES OF TRAVEL: | 2/13/2024 | 2:30 PM | TO 2/16/2024 | 3:30 PM | | | |

6. Meal reimbursements will auto populate. You do not need to turn in receipts.

7. Enter PO number in the yellow boxes and amounts charged to school BOA card in tan boxes, when applicable and provide copies of all receipts and registration confirmation and certificates of attendance, agendas, name badges, etc. as outlined on Travel Agreement.

*Refer to SBFAB_Manual-of-Procedures-PSAB_PSAB20_Training-Travel and Travel & Per Diem Act NM* Per Diem Rates published 5/1/2021

| | Bank of America P- Card Charges | | Out-of-Pocket Receipts | | |
|---|---|---|---|---|---|
| **LODGING PO#** | **240957** | $ 475.83 | | | $ - |
| **TRANSPORTATION:** | | | | | |
| Airfare | | | | | $0.00 |
| Bus/Shuttle/Taxi | | | | | $0.00 |
| Car Rental | | | | | $0.00 |
| Personal Vehicle (map mileage) Only if School Vehicle was unavailable. | | | | $0.66 MILES | $0.00 |
| **TOTAL TRANSPORTATION** | | | | | $0.00 |
| **OTHER TRAVEL EXPENSES:** | | | | | |
| Parking | | | | | $0.00 |
| Registration Fees | 240001 | $ 395.00 | | | $0.00 |
| Other (List) | | | | | $0.00 |
| **TOTAL OTHER TRAVEL EXPENSES** | | | | | $0.00 |
| **TOTAL REIMBURSEMENT REQUEST** | | | | | $67.57 |

**NOTES:**

| | |
|---|---|
| **IV. TOTAL REIMBURSEMENT TO EMPLOYEE** | $67.57 |

**V. CHARGE SUMMARY (FINANCE USE ONLY)**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total P-CARD CHARGES | $870.83 | | | EMPLOYEE REIMBURSEMENT | | | $67.57 |
| Agenda? | YES | NO | *Travel Total* | CHECK # | | DATE | |
| Folio? | YES | NO | *$938.40* | | | | |

EMPLOYEE:_____ Date

*"I hereby certify that the above travel was done in connection with authorized school business and that the above statements are true and payment thereof has not been received. I certify that no alcohol was purchased with any funds requested for reimbursement.*

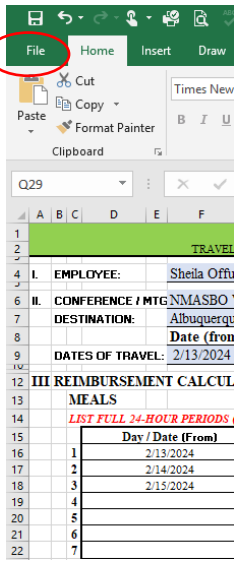
FINANCE / SUPERINTENDENT:_____ Date

**By signing above, the Finance Dept/ Superintendent approves travel per diem reimbursement payment to Employee as calculated by Travel Form.*

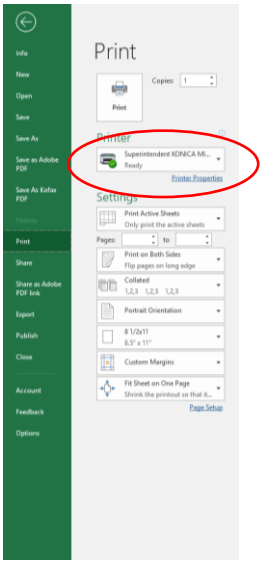
Rev. 08/13/2024 JB

8. Print document to PDF:

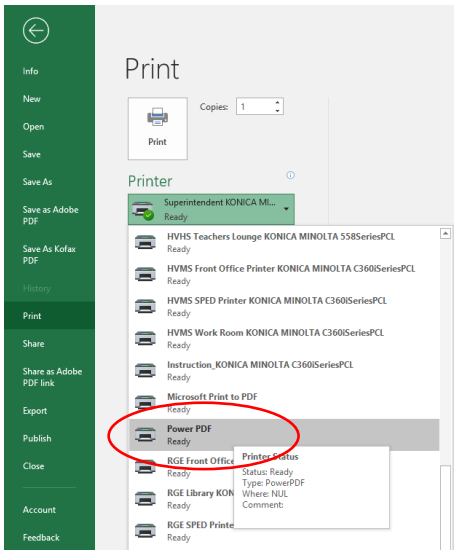
a. Click File



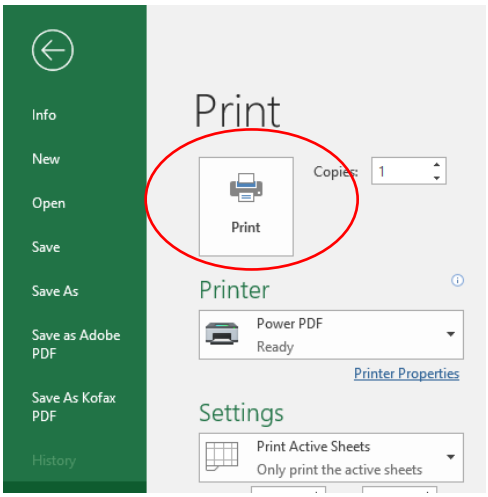

b. Click Print



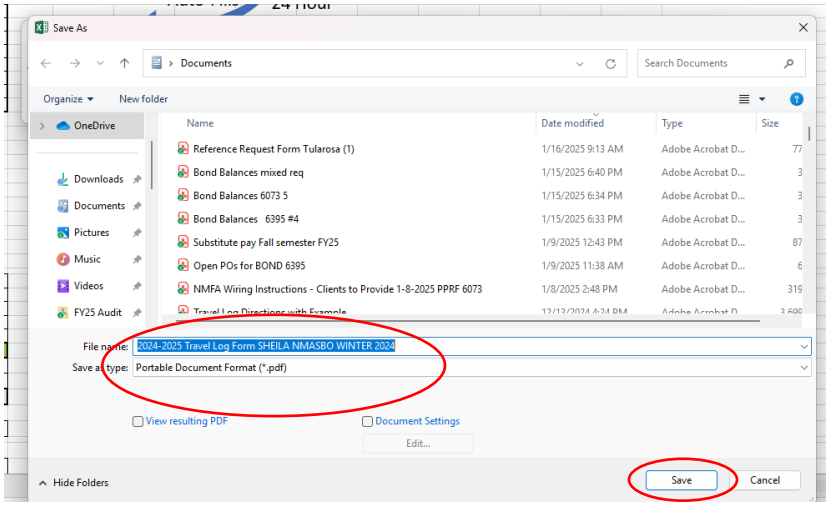

c. Click arrow on right of Printer, and select pdf or Power PDF




d. Click Print




e. Choose file location, enter name of file, click save.



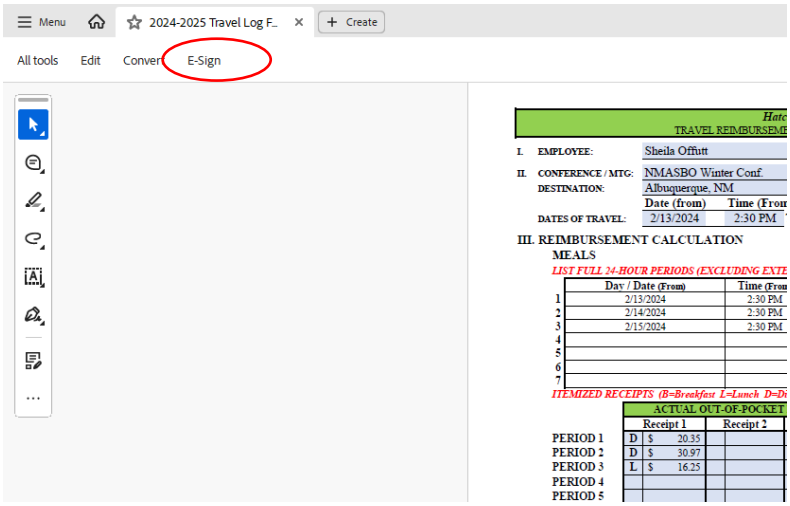

9. Sign/date via Adobe and send to Sheila Offutt for Approval via Adobe.

   a. Open file location to open your pdf in Adobe.

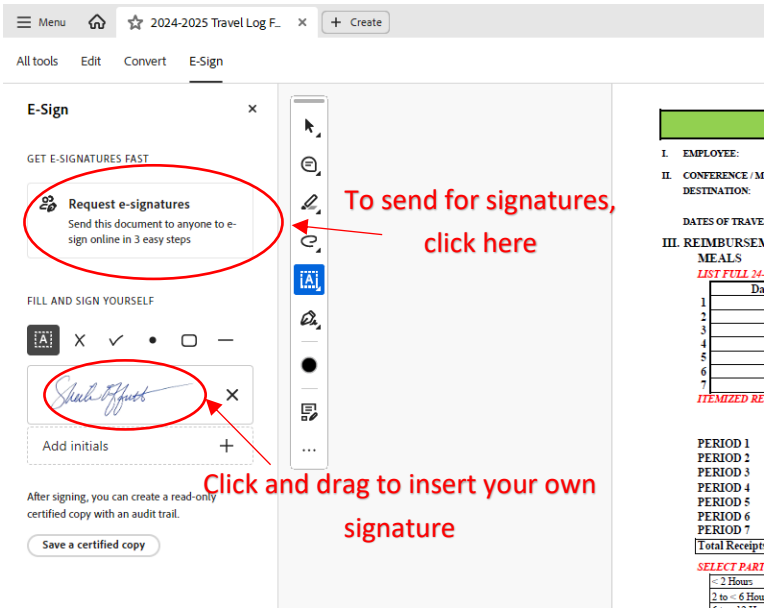
   NOTE: You may add pages to the Travel log before sending for signatures. Steps to do this:

   1) Open Adobe File. Click Edit.
   2) Click Organize pages.
   3) In another window, open the file location (My Documents) and drag/drop the additional files such as a scanned copy of receipts, agenda, badge, hotel folio, etc.
   4) Click on the X to close the Organize pages window.
   5) Click Save.
   6) Proceed with e-signature steps below.

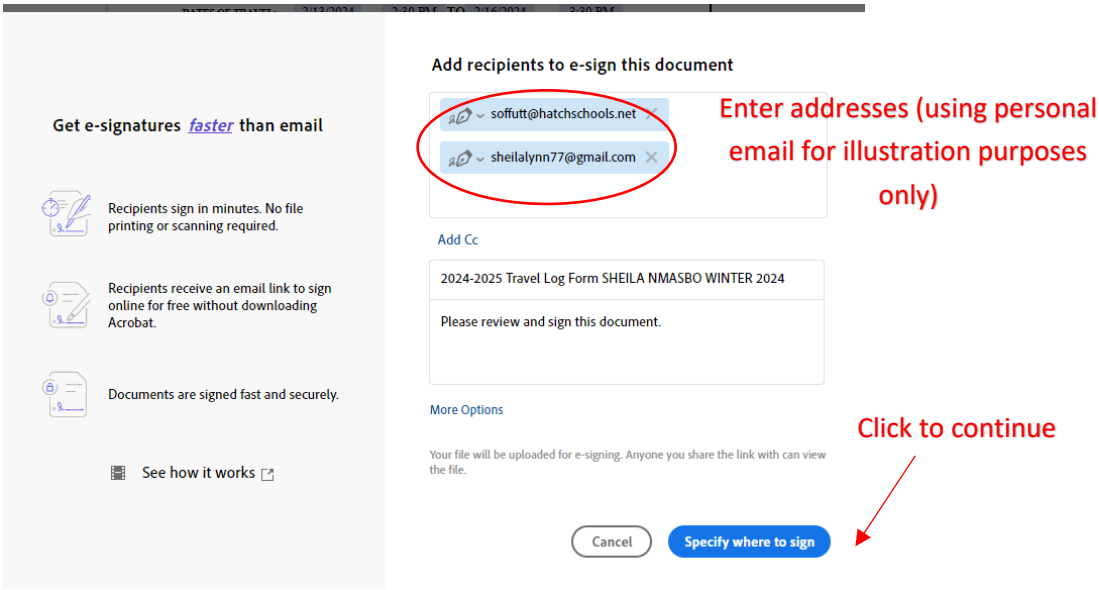
b. Click e-Sign



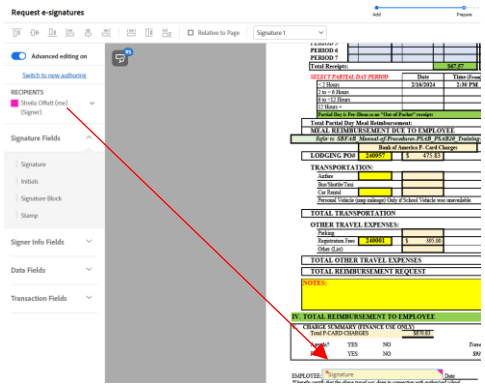

c. If signing for yourself, click the signature. If sending to another employee to sign, click Request e-signatures.



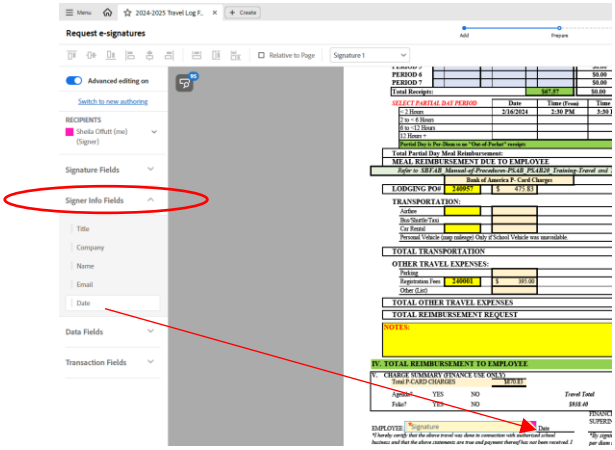

d. Type the email addresses of the intended recipients, and enter message if needed. Click Specify where to sign



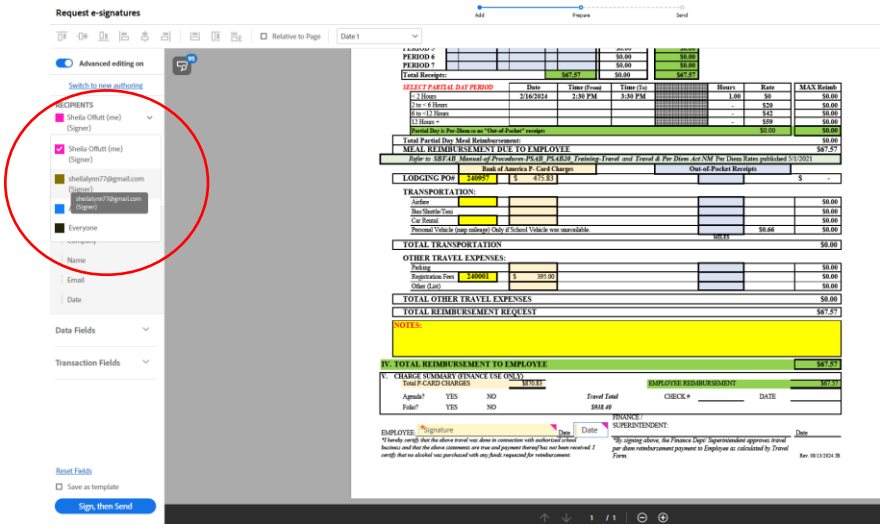
e. Click and Drag “Signature” to the location where the signature should be entered.




f. Click “Signer Info Fields” and Click and Drag “Date” and any other relevant fields to the correct Location on the document.

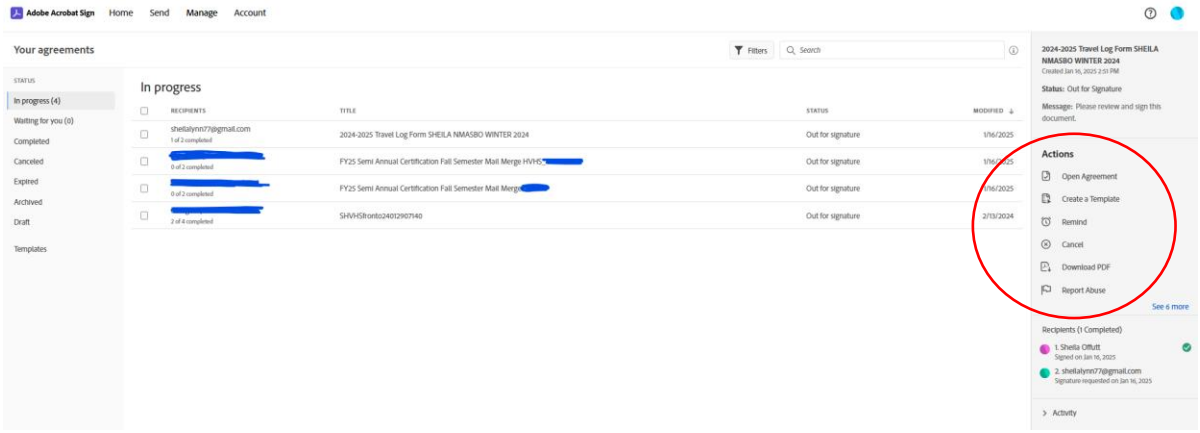



g. Click the drop-down button on the Recipients list and choose second (or third, etc.) recipient, and follow above steps. Click SEND (Bottom Left of screen)




h. Click Close. Signers should receive an email to sign.

10. If you have not received the signed PDF back, you can log into Adobe via your Gmail account and send a reminder to the signer, or cancel if the PDF is no longer needed. Click on the file pending a signature, then additional options will appear on the right:




11. Submit all paperwork to Tarina Bothma (cbothma@hatchschools.net) in AP for payment.