

## 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.					BDA Visa			
DESTINATION:	Albuquerque, NM								
DATES OF TRAVEL:	Date (from)	Time (From)	Date (To)	Time (To)	FUND:				
	2/14/2024	2:30PM	TO 2/16/2024	6:30PM		Incorrect format			
<b>III REIMBURSEMENT CALCULATION</b>									
<b>MEALS</b>									
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		
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

2 times entered incorrectly result in incorrect format error note.

Partial Day reimbursement will not populate

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.					BDA Visa			
DESTINATION:	Albuquerque, NM								
DATES OF TRAVEL:	Date (from)	Time (From)	Date (To)	Time (To)	FUND:				
	2/14/2024	2:30 PM	TO 2/16/2024	6:30PM		Incorrect format			
<b>III REIMBURSEMENT CALCULATION</b>									
<b>MEALS</b>									
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		
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

1 time entered incorrectly result in incorrect format error note.

Daily reimbursement periods are incorrect

## 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	
II. CONFERENCE / MTG	NMASBO Winter Conf.							BOA Visa	
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	This 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)									

- 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	
II. CONFERENCE / MTG	NMASBO Winter Conf.							BOA Visa	
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					

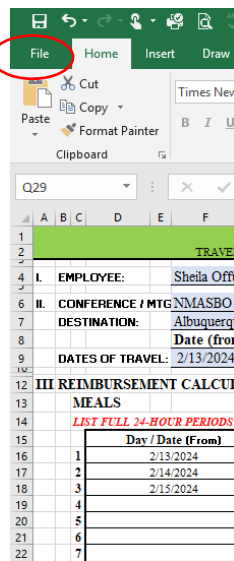
- Meal reimbursements will auto populate. You do not need to turn in receipts.

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.

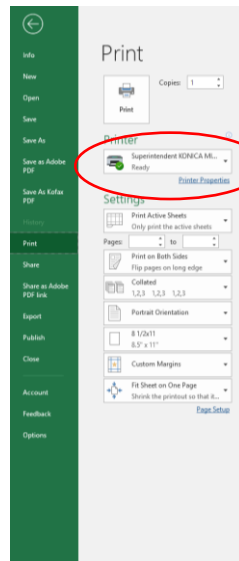
Refer to SBFAB Manual-of-Procedures-PSAB PSAB20 Training-Travel and Travel & Per Diem Act NM Per Diem Rates published 5/1/2021										
			Bank of America P- Card Charges					Out-of-Pocket Receipts		
LODGING PO#	240957		\$	475.83				\$	-	
<b>TRANSPORTATION:</b>										
Airfare									\$0.00	
Bus/Shuttle/Taxi									\$0.00	
Car Rental									\$0.00	
Personal Vehicle (map mileage) Only if School Vehicle was unavailable.								\$0.66	\$0.00	
							MILES			
<b>TOTAL TRANSPORTATION</b>									\$0.00	
<b>OTHER TRAVEL EXPENSES:</b>										
Parking									\$0.00	
Registration Fees	240001		\$	395.00					\$0.00	
Other (List)									\$0.00	
<b>TOTAL OTHER TRAVEL EXPENSES</b>									\$0.00	
<b>TOTAL REIMBURSEMENT REQUEST</b>									\$67.57	
<b>NOTES:</b>										
<b>IV. TOTAL REIMBURSEMENT TO EMPLOYEE</b>									\$67.57	
<b>V. CHARGE SUMMARY (FINANCE USE ONLY)</b>										
Total P-CARD CHARGES			\$870.83				<b>EMPLOYEE REIMBURSEMENT</b>			\$67.57
Agenda?	YES	NO		Travel Total		CHECK #	DATE			
Folio?	YES	NO		\$938.40						
EMPLOYEE:				FINANCE / SUPERINTENDENT:						
Date				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 not allocated for reimbursement.				*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:

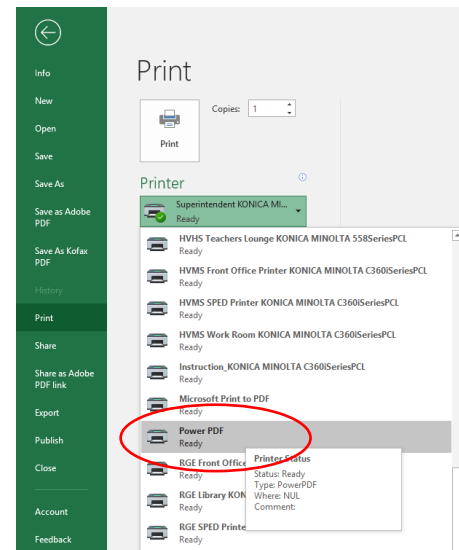
a. Click File



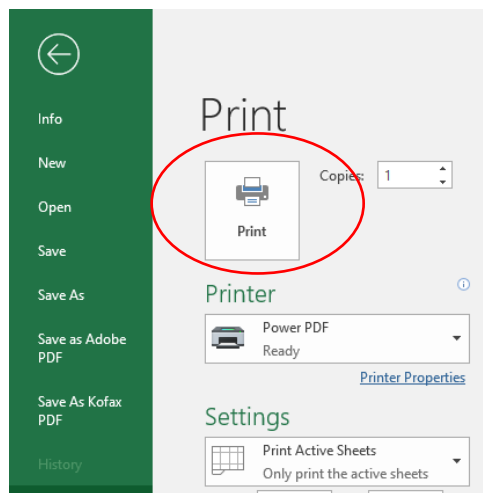
b. Click Print



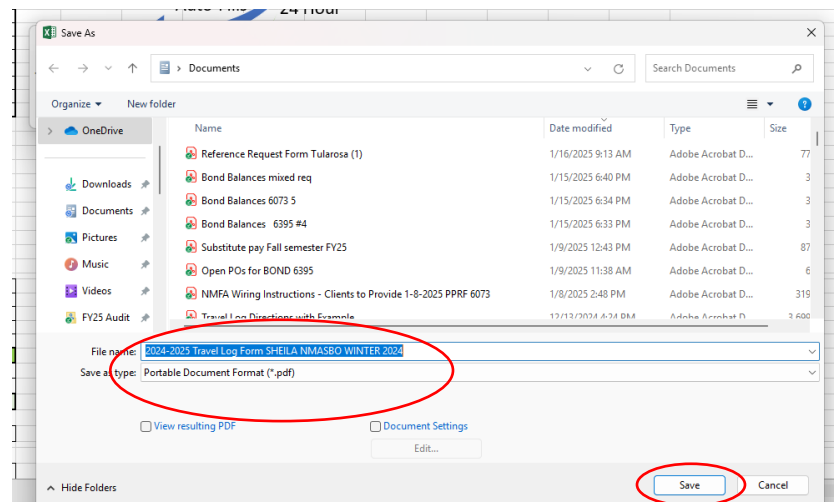
c. Click arrow on right of Printer, and select pdf or Power PDF



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

Menu Home 2024-2025 Travel Log F... Create

All tools Edit Convert **E-Sign**

**Hatch TRAVEL REIMBURSEMENT**

I. EMPLOYEE: Sheila Offutt

II. CONFERENCE / MTG: NMASBO Winter Conf.  
 DESTINATION: Albuquerque, NM  
 Date (from) Time (From)  
 DATES OF TRAVEL: 2/13/2024 2:30 PM

III. REIMBURSEMENT CALCULATION

MEALS

LIST FULL 24-HOUR PERIODS (EXCLUDING EXTENDED PERIODS)

Day	Date (From)	Time (From)
1	2/13/2024	2:30 PM
2	2/14/2024	2:30 PM
3	2/15/2024	2:30 PM
4		
5		
6		
7		

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

Period	Receipt 1	Receipt 2
PERIOD 1	D \$ 20.35	
PERIOD 2	D \$ 30.97	
PERIOD 3	L \$ 16.25	
PERIOD 4		
PERIOD 5		

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

Menu Home 2024-2025 Travel Log F... Create

All tools Edit Convert E-Sign

**E-Sign**

GET E-SIGNATURES FAST

**Request e-signatures**  
 Send this document to anyone to e-sign online in 3 easy steps

FILL AND SIGN YOURSELF

*Sheila Offutt*

Add initials +

After signing, you can create a read-only certified copy with an audit trail.

Save a certified copy

To send for signatures, click here

Click and drag to insert your own signature

EMPLOYEE: Sheila Offutt

CONFERENCE / MTG: NMASBO Winter Conf.

DESTINATION: Albuquerque, NM

DATES OF TRAVEL: 2/13/2024 2:30 PM

REIMBURSEMENT CALCULATION

MEALS

LIST FULL 24-HOUR PERIODS (EXCLUDING EXTENDED PERIODS)

Day	Date (From)	Time (From)
1	2/13/2024	2:30 PM
2	2/14/2024	2:30 PM
3	2/15/2024	2:30 PM
4		
5		
6		
7		

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

Period	Receipt 1	Receipt 2
PERIOD 1	D \$ 20.35	
PERIOD 2	D \$ 30.97	
PERIOD 3	L \$ 16.25	
PERIOD 4		
PERIOD 5		
PERIOD 6		
PERIOD 7		

Total Receipts: \$ 67.57

SELECT PARTIAL PERIODS

PERIOD 1: 2 to 6 Hours

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

Get e-signatures **faster** than email

Recipients sign in minutes. No file printing or scanning required.

Recipients receive an email link to sign online for free without downloading Acrobat.

Documents are signed fast and securely.

See how it works

Add recipients to e-sign this document

soffutt@hatchschools.net

sheilalynn77@gmail.com

Add Cc

2024-2025 Travel Log Form SHEILA NMASBO WINTER 2024

Please review and sign this document.

More Options

Your file will be uploaded for e-signing. Anyone you share the link with can view the file.

Cancel Specify where to sign

Enter addresses (using personal email for illustration purposes only)

Click to continue

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

The screenshot shows the 'Request e-signatures' interface. On the left, there is a sidebar with a 'Signature Fields' menu. A red arrow points from the 'Signature' option in this menu to a signature line on the document form on the right. The document form contains various fields for a reimbursement request, including 'PERIOD 4', 'PERIOD 5', 'LOGGING POI', 'TRANSPORTATION', 'OTHER TRAVEL EXPENSES', and 'TOTAL REIMBURSEMENT REQUEST'.

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

The screenshot shows the 'Request e-signatures' interface. On the left, there is a sidebar with a 'Signer Info Fields' menu. A red arrow points from the 'Date' option in this menu to a date field on the document form on the right. The document form contains various fields for a reimbursement request, including 'PERIOD 4', 'PERIOD 5', 'LOGGING POI', 'TRANSPORTATION', 'OTHER TRAVEL EXPENSES', and 'TOTAL REIMBURSEMENT REQUEST'.

- 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)

The screenshot shows the 'Request e-signatures' interface. On the left, there is a sidebar with a 'Recipients' list. A red circle highlights the 'Recipients' list, and a red arrow points from the 'SEND' button at the bottom left to the document form on the right. The document form contains various fields for a reimbursement request, including 'PERIOD 4', 'PERIOD 5', 'LOGGING POI', 'TRANSPORTATION', 'OTHER TRAVEL EXPENSES', and 'TOTAL REIMBURSEMENT REQUEST'.

- 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:

The screenshot shows the Adobe Acrobat Sign web interface. At the top, there's a navigation bar with 'Adobe Acrobat Sign', 'Home', 'Send', 'Manage', and 'Account'. Below this, a 'Your agreements' section is visible. On the left, a sidebar lists various statuses: 'Waiting for you (0)', 'Completed', 'Cancelled', 'Expired', 'Archived', and 'Draft'. The main area is titled 'In progress' and contains a table of agreements. The table has columns for 'RECIPIENTS', 'TITLE', 'STATUS', and 'MODIFIED'. Three agreements are listed, all with a status of 'Out for signature'. The first agreement is titled '2024-2025 Travel Log Form SHEILA NMAASBO WINTER 2024'. The second and third are titled 'PY25 Semi Annual Certification Fall Semester Mail Merge H110'. To the right of the table, a sidebar is open, showing details for the first agreement. It includes the title, status, and a message. Below this, an 'Actions' menu is visible, which is circled in red. The actions include 'Open Agreement', 'Create a Template', 'Remind', 'Cancel', 'Download PDF', and 'Report Abuse'. At the bottom of the sidebar, there's a section for 'Recipients (1 Completed)' showing a list of recipients and their status.

RECIPIENTS	TITLE	STATUS	MODIFIED
shetalyn77@gmail.com 1 of 2 completed	2024-2025 Travel Log Form SHEILA NMAASBO WINTER 2024	Out for signature	1/16/2025
1 of 1 completed	PY25 Semi Annual Certification Fall Semester Mail Merge H110	Out for signature	1/16/2025
0 of 2 completed	PY25 Semi Annual Certification Fall Semester Mail Merge	Out for signature	1/16/2025
2 of 4 completed	SHANIBHANTS24022607460	Out for signature	2/7/2024

**Actions**

- Open Agreement
- Create a Template
- Remind
- Cancel
- Download PDF
- Report Abuse

See 6 more

Recipients (1 Completed)

- 1. Shelia Offutt  
Signed on Jan 16, 2025
- 2. shetalyn77@gmail.com  
Signature requested on Jan 16, 2025

> Activity

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