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JPS ACCOUNTS PAYABLE TRAVEL REIMBURSEMENT INSTRUCTIONS

The Travel Reimbursement Form is located in the district Intranet Website under Forms & Docs.

Travel Reimbursement Requests (TRR) must be submitted within thirty (30) days after completion of the trip/travel. All necessary original documentation must be attached to the reimbursement request. Travel Reimbursement Request must have the following information:

- x Employee Name
- x Last four (4) digits of SSN
- x Pay Location
- x Official Meeting Attended
- x Location of Meeting (City and State)
- x Date of Trip (Begin and End Date)
- x Departure Time and Return Time

REGISTRATION

If employee is paying for this his or herself, please attach original receipt or enter -0-.

TRAVEL EXPENSE

This is the area in which each employee must attach original, unaltered receipts for hotel, meals [optional, taxi, rental car car & fuel, parking, luggage, and if applicable airline itinerary, etc.

BUDGET STRING

- o A Valid Budget String must be listed on each and every Travel Reimbursement Request prior to submitting to AP. Please note that when a valid CID 2 >>BDC 0 -25.3 EMC /P <</Mec(cv)-6(ali-4(lea)1

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TOTAL TRAVEL EXPENSE

- o After all expenses have been calculated, reviewed for accuracy, then the total travel expense should be listed

ADDITIONAL REQUIREMENT FOR TRAVELER

- o Each traveler must have on file with Accounts Payable, a travel authorization form along with a void check; only time a new form is required when the banking institution has changed
- o Accounts Payable cannot access a traveler payroll records
- o No paper checks are issues

EMPLOYEE CERTIFICATION

- o Each employee will sign his or ~~her~~ own name as she or he is certifying that the expenses are just, true, and correct; balance therein stated is actually due and owing and necessary in the performance of official duties
- o Date

SUPERVISOR CERTIFICATION

- o The employee supervisor certifies that the above expenses have been examined and true
- o Date

FUNDING DEPT APPROVAL

- o As applicable, the funding department will sign their name as to the availability of the funds

SUBMISSION OF TRR

- o Depending on the funding source determine the next step for submission to AP;
 - o If State & Federal Funds / Title TRR must be submitted to this office first and then they will submit to AP
 - o If State funds TRR comes directly to AP after all authorize signature approval
 - o If all support documentation is not received; paperwork will be return delaying reimbursement