

"Be thankful for what you have; you'll end up having more. If you concentrate on what you don't have, you will never, ever have enough."

Oprah Winfrey

This month's issue will be devoted to travel expenses reimbursement tips. If you have any general questions you would like answered, please email them to accountspayabledcps@duvalschools.org. For a question regarding a p.o. or non p.o. payment, PCard expense or travel reimbursement that needs an immediate response, please call **390-2151**.

TRAVEL EXPENSES REIMBURSEMENT TIPS

PRIOR TO TRAVEL

- ◆ Fill out required travel forms. (See District's Travel Guidelines Manual)
- ◆ Obtain approval to travel (see Special Conditions section in the District's Travel Guidelines Manual).
 - *In county travel must be approved by immediate supervisor.
 - *Out of county travel must be approved by supervisor.
 - *Project Manager approval is required when using federal funds to pay for travel expenses.
- ◆ Verify funds are in place to cover travel expenses.
- ◆ Once appropriate approval is received for travel, make applicable travel arrangements. If applicable: *Airfare *Hotel Reservations *Rental Car Reservations *Registration
- ◆ Commence with travel.
- ◆ Retain original itemized receipts for all expenses.
- ◆ Retain a copy or the original conference agenda. This is required to calculate allowable per diem.

POST TRAVEL

- ◆ Travel reimbursement requests must be submitted to Accounts Payable as follows:
 - *In County – Should be turned in monthly and no later than 15 business days after the preceding month.
 - *Out of County/State/Country – No later than 15 days after the last day of travel.
- ◆ Failure to adhere to these deadlines may result in the delay of reimbursement of travel expenses.
- ◆ Complete applicable travel forms.
- ◆ Handwritten forms will not be accepted when claiming in county travel expense reimbursement. In county travel reimbursement request forms can be filled out on line or downloaded from www.duvalschools.org located under **Departments / Business Services / Accounts Payable**.
- ◆ Verify dates of travel are completed on the applicable form.
- ◆ Verify hour of departure and returned are listed for out of county, out of state, or out of the country travel.
- ◆ Enter per diem reimbursement claim. NOTE: per diem cannot be claimed for meals that were provided, including continental breakfast. (See District's Travel Guidelines Manual for more information on meals)
- ◆ Enter applicable mileage. (See District's Travel Guidelines Manual for allowable mileage and calculating allowable mileage)
- ◆ Attach original itemized receipts for items you are requesting reimbursement for; exclude items that do not require receipts, such as meals, porter tips, etc. (See District's Travel Guidelines Manual for items that require receipts)
- ◆ Include a copy of the conference agenda when submitting travel reimbursement requests.
- ◆ Note on form any costs paid with the District's procurement (PCard) card. If your costs were paid by someone else's PCard list their name on the form.
- ◆ Read travel statement and sign.
- ◆ Submit travel forms and supporting documentation to Accounts Payable located at 3001, 2nd Floor.

REIMBURSEMENT TIMELINE

- ◆ Reimbursements will be within 60 days of Accounts Payable receiving travel reimbursement requests.
- ◆ All reimbursements for employees will be made via direct deposit.

Remember, when in doubt, call us. 390-2151