WASHOE COUNTY SCHOOL DISTRICT

Travel / Expense Claim Procedure (AP-P013)

1.0 SCOPE:

    1.1 This procedure describes the process in which the Accounts Payable Department processes Travel / Expense Claim Forms at the Washoe County School District.

2.0 RESPONSIBILITY:

    2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

    3.1 Senior Accountant

_____ _____

Signature   Date

4.0 DEFINITIONS:

    4.1 A/P – Accounts payable

    4.2 AC – Account Clerk II

    4.3 AT – Account Technician

    4.4 GSA – General Services Administration

    4.5 CONUS – Continental United States

    4.6 Application Xtender – Third party scanning software

    4.7 BusinessPlus – Accounting software

5.0 PROCEDURE:

    5.1 A/P department is in receipt of Travel / Expense Claim Form (A/P-F002).

    5.2 AC audits claim form for approvals and supporting documentation.

        5.2.1   Approved Request for Professional (Out of State) Leave/School Business (In State) Community Service Leave form (HR-F530) must be attached.

        5.2.2   Detail conference agenda/schedule must be attached.

        5.2.3   Airfare, hotel rooms and conference registration fees should be paid with a District purchasing card. Issues with vendors may necessitate that the employee pays this charge and requests reimbursement as part of the travel claim. Original, detail receipts must be submitted to be considered for reimbursement.

        5.2.4   Lodging:

            5.2.4.1 Standard lodging rates do not exceed US GSA rates (available at www.gsa.gov).

            5.2.4.2 Exceptions to the standard lodging rate may be approved by the funding department (as evidenced by the approval signature) if:

5.2.4.2.1 lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;

5.2.4.2.2 costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging.

5.2.4.3 If the conditions in 5.2.4.2 exist the rate of reimbursement may not exceed:

5.2.4.3.1 For in-state travel: 150% of the standard CONUS federal per diem rate for non-surveyed in-state sites (currently $77 x 150% = $115.50).

5.2.4.3.2 For out-of-state travel: 175% of the federal per diem rate for surveyed out-of-state sites (amount will vary) or; 300% of the standard CONUS federal per diem rate for non-surveyed out-of-state sites (currently $77 x 300% = $231).

5.2.5 Meal allowances for travel through 6/30/13 are $5.50, $6.50 and $15.00; allowances for travel after 6/30/13 are $7.00, $11.00 and $23.00 for breakfast, lunch and dinner, respectively. Claims for meals provided as part of the conference (including continental breakfast) are NOT allowed. In order to claim a full day of meal allowance reimbursement the individual must leave home prior to 6:30 AM and return home after 6:30 PM.

5.2.5.1 To be eligible for per diem reimbursement an employee must travel 50 miles or more from his/her official work location.

5.2.5.2 Location specific GSA meal allowances apply to the Board of Trustees.

5.2.6 An allowance for incidental expenses of $2.00 per person is available during District conducted professional development through 6/30/13.

5.2.7 Employees will be reimbursed for actual expenses incurred for parking or vehicle storage fees and commercial transportation costs (i.e. taxi, bus fare). Original receipts must be submitted with reimbursement request.

5.2.8 Requests for reimbursement of miscellaneous items not covered above should include an original receipt and an explanation of the expense.

5.2.9 Incomplete requests are returned to originator for corrective action.

5.3 AT verifies account code and scans document and backup in Application Xtender then forwards claim form to AC.

5.4 AC processes travel/expense form in BusinessPlus.

5.5 AC records batch information in A/P batch log.

5.6 Processed documents are compiled alphabetically for matching with copies of the payment document.

5.7 Payment is prepared per Accounts Payable Check Procedure (A/P-POO4).

5.8 AC matches original documents with copy of payment and verifies the invoice and vendor information per Matching AP Checkrun Procedure (A/P-P014).

6.0 ASSOCIATED DOCUMENTS:

6.1 Travel / Expense Claim Form (A/P-F002)

6.2 Accounts Payable Check Procedure (A/P-POO4)

6.3 Vendor Account Maintenance Procedure (A/P-P005)

6.4 Matching AP Check Run Procedure (A/P-P014)

6.5 Request for Professional (Out of State) Leave/School Business (In State) Community Service Leave form (HR-F530)

6.6 US GSA Per Diem Schedule of Rates

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Per Diem/Travel Claim Form	Application Xtender	6 Years	Archive	Password

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
07/25/08	A	Initial Release
01/01/11	B	Update accounting software and add scanning procedure
05/08/13	C	Update per diem rates

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