
Travel Reimbursement Procedure (BUS-P002)

DCSS – Business Services

1.0 SCOPE:

- 1.1 This procedure defines the process for reimbursement of work related travel expenses.

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2.0 RESPONSIBILITY:

- 2.1 Executive Director, Finance & Operational Services

3.0 APPROVAL AUTHORITY:

- 3.1 Executive Director, Finance & Operational Services

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE:

- 5.1 The employee completes and signs the Employee Expense Statement or Local Travel Form for travel reimbursement.
 - 5.1.1 The Employee Expense Statement should be turned in for payment as soon as the trip is completed.
 - 5.1.2 The Local Travel Form should be turned in at the end of the month.
- 5.2 The employee submits the original Employee Expense Statement or Local Travel Form and required documents to his immediate supervisor for approval.
- 5.3 The form(s) must then be submitted to the Business Services office for payment.
 - 5.3.1 If funds are not setup for travel, a Small Programs Budget Form or Budget Change Form must be submitted to the Budget Coordinator before travel can be processed.
- 5.4 Business Services must receive the Expense Statement(s) and Local Travel forms before noon on Wednesday in order to be paid with that week's accounts payable run.
- 5.5 The Executive Secretary, Business Services checks travel form(s) for accuracy.
 - 5.5.1 Subsistence is verified by date, time, and amount for each meal and lodging.
 - 5.5.2 Mileage and miscellaneous travel expenses are verified to make sure calculations are accurate.
- 5.6 The form(s) is then forwarded to the Executive Director, Finance & Operational Services for approval.
- 5.7 Once approved the form(s) is returned to the Executive Secretary, Business to enter into the system for payment.
- 5.8 The form(s) is then forwarded to the Accounts Payable Department to generate a check.
- 5.9 Travel checks are available for pickup on Friday afternoon in the Accounting Office. Checks not picked up on Friday will be mailed on Monday.

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6.0 ASSOCIATED DOCUMENTS:

BUS-F001	Local Travel
BUS-F002	Employee Expense Statement
FIN-F002	Small Programs Budget Form
FIN-F003	Budget Change Form

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Local Travel, Employee Expense Statement	Hard copy in Accounts Payable Department	Minimum period of one year	Maintained in a secure location	Discard as desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
31-Mar-03	A	Initial Release

***** End of Procedure *****