

WARREN COUNTY EDUCATIONAL SERVICE CENTER

MILEAGE/EXPENSE REIMBURSEMENT PROCEDURES

Revised 6/21/2018

1. **A purchase order must be in place before any reimbursable travel or any reimbursable purchases occur.** If a purchase order is not in place before the expenditure occurs the employee will **NOT** be reimbursed. Check with your department supervisor or the fiscal office to ensure that a purchase order has been created for you.
2. Travel that is submitted for payment to the fiscal office by the 5th of the following month will be paid by the 15th of the month. Any travel received afterwards will be processed at a later date. Processing time may vary due to school holidays or vacations.
3. If a mailed travel check is not received by the employee, the fiscal office will **reissue the check after five (5) business days of the check date.** Employees should typically receive their travel check by the 15th of the month.
4. Here are the directions on how to use the Excel Mileage and Expense Report:
 - a. Step 1 Open the "Blank Mileage Template".
 - b. Step 2 The first time you use this template be sure to 'Save As'. To save, go to the toolbar and select "File" then select "save as" to your computer.
 - c. Step 3 Type your First and Last Name in the right-hand box at the top labeled "Enter Your Name Here".
 - d. Step 4 Type your Purchase Order Number for your travel reimbursement in the right-hand box at the top labeled "Enter you PO#".
 - e. Step 5 Hover over each cell in the header to see comments/directions.
 - f. Step 6 Enter your travel for each date.
 - g. Step 7 Print your report at the end of each month. To print, go to the toolbar and select "File" then select "Print".
 - h. Step 8 Attach your detailed receipts to the travel form.
 - i. Step 9 Sign and submit your report to your supervisor. (Keep a copy for your records)
 - j. Step 10 Once your supervisor has signed your report it must be submitted to the fiscal office.
5. Reimbursement for pre-approved purchases other than travel should be requested by using the "other expenses" column on the Mileage and Expense Report. Input the receipt date in the date column. Input the store/vendor name in the purpose column.
6. **Only itemized vendor receipts will be accepted for meal reimbursements (credit card authorization slips and receipts without detail will not be accepted).**
7. Employees may pay for (pre-approved) professional development costs (hotels, registration, travel, food, etc...) and request for reimbursement through the Mileage and Expense Report after the date of the event.
8. Employees must use the Excel Mileage and Expense Report for reimbursement. Handwritten Mileage and Expense Reports will not be accepted.

9. The travel form must be printed and signed by the employee and supervisor prior to submitting it to the fiscal office for payment.
10. Travel forms should be submitted to the fiscal office by 12:00 pm on the 5th of the following month.