

Employee _____ SSN _____ Pay Location _____

Employee Address _____

Official Meeting Attended _____

Location of Meeting City _____ State _____

Date of Trip Beginning _____ Ending _____

Departure Time _____ Return Time _____

(Meals are limited to one-half the per diem rate on departure and return dates unless departure and return times are indicated above)

REGISTRATION (attach original receipt): Enter -0- if pre-paid \$ _____

TRAVEL EXPENSE

(attach original, unaltered receipts for hotel, meals [optional], taxi, rental car & fuel, parking, and if applicable airline itinerary, etc)

Budget String

	900	000	580	
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 Funds *must* be available **TOTALS**

DATES							
LODGING							
(Itemized receipt required)							\$
MEALS							
BREAKFAST							
LUNCH							
DINNER							
Special Event							
TOTAL FOR MEALS							
(or per diem rate)							\$
TAXI FARES (Business Only)							\$
TIPS (excluding meals)							\$
PARKING							\$
RENTAL CAR (Business Only)							\$
FUEL (rental car only)							\$
OTHER (Business only)							\$
AIR FARE (not prepaid)							\$
DISTANCE BY AUTOMOBILE:	_____	_____	CENTS PER MILE				\$
JPS Passenger(s) (list names):	_____						
TOTAL TRAVEL EXPENSE							\$ _____

EMPLOYEE CERTIFICATION

I hereby certify that the above expenses are just, true and correct; that no part thereof has been paid and that the balance therein stated is actually due and owing and that the amounts claimed were necessary and incurred in the performance of my authorized official duties.

SUPERVISOR CERTIFICATION

I, the JPS employee's supervisor, certify this expense report has been examined and, to the best of my knowledge and belief, the amounts claimed were necessary for the performance of the employee's authorized official duties.

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

FUNDING DEPT APPROVAL _____ DATE _____

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:

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

- 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 funded budget string is not listed, it will delay your travel reimbursement

DATES OF LODGING

- An Itemized receipt from the hotel must accompany the TRR as this is an IRS, State of MS, and district policy. Each traveler will list the month and date of each day of stay to aid with calculation of the per diem for meals

MEALS

- The Federal Registrar for travel list by state and cities the maximum state reimbursement for meals cost. Meals are limited to one-half the per diem rate depending on the departing and returning times
- Traveler may submit meal receipts and/or use the per diem rate that does not require receipts

TAXI FARES/ BUSINESS ONLY

- Traveler when traveling by airline or train must submit original receipts for taxi only TO and FROM the airport or train station

- The District does not reimburse for 'pleasure' travel include but not limited to 'sightseeing, entertainment, etc.,

TIPS

- Excluding meals
- Limit to five dollars (\$5) per day

PARKING

- For hotel stay in which an individual drove his or her own car or a rental reserved by the district
- Original receipt is required

RENTAL CAR

- Jackson Public School District entered into a contact with Enterprise to supply the fleet of vehicles for traveler to use for Business Only
- Accounts Payable will rent the vehicle for traveler if paperwork is received at least seven (7) business days prior to actual travel for rental only.
- If request hotel and other travel arrangement, then paperwork must be submitted fifteen (15) business days prior to travel
- If traveler decides to drive his or her own vehicle, then he or she will be reimbursed at the current government mileage rate. E.g. 2017-2018 eighteen cents per miles (\$0.18).

FUEL

- For a rental vehicle with the original receipt is eligible for reimbursement
- Not for a personal vehicle as this is included in the distance by automobile for business only

OTHER

- This is the line that most use for airline luggage that is reimbursable with original receipts
- District does not pay for 'excess baggage'

AIR FARE

- If traveler has to pay for his airline ticket, attached the original receipt and cost to the TRR
- District does not pay for first class ticket nor upgrades

DISTANCE BY AUTOMOBILE

- Travel outside of the tri-county area is submitted on this form that involves authorized travel
- If no government, fleet, or rental vehicle is available: \$0.56/mile
- If a school or rental vehicle is available: \$0.18/mile
- If an employee chooses to drive his or her personal vehicle: \$0.18/mile
- Reimbursed at the current federal rate that is updated in the month of January each year

JPS PASSENGERS

- List the passenger name(s) that is an employee of JPS when riding together
- The non-drive is not eligible for mileage reimbursement

TOTAL TRAVEL EXPENSE

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

ADDITIONAL REQUIREMENT FOR TRAVELER

- 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
- Accounts Payable cannot access a traveler payroll records
- No paper checks are issues

EMPLOYEE CERTIFICATION

- 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
- Date

SUPERVISOR CERTIFICATION

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

FUNDING DEPT APPROVAL

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

SUBMISSION OF TRR

- Depending on the funding source determine the next step for submission to AP;
 - If State & Federal Funds / Title—TRR must be submitted to this office first and then they will submit to AP
 - If State funds—TRR comes directly to AP after all authorize signature approval
 - If all support documentation is not received; paperwork will be return delaying reimbursement
 - All travelers are strongly encouraged to make copies of his or her own paperwork!