

Federal Programs Department

Procedures for Travel Reimbursement

Supporting Documents	Order of Approval Process	Travel Reimbursement Notes
<p>Ensure all pre-paid expenses are included on the SAISD Travel Reimbursement Worksheet (i.e. lodging, airfare, registration, etc.).</p> <ul style="list-style-type: none"> • Supporting documents must be submitted for each travel worksheet. <p><u>Required items for Travel Reimbursement (reimbursement after approved event):</u> (submit to FPD for reimbursement <u>within</u> 15 business days after the traveling employee's return date)</p> <ul style="list-style-type: none"> • Quality Control Worksheet • SAISD Travel Reimbursement Worksheet <ul style="list-style-type: none"> ○ Includes all pre-paid expenses (lodging expenses, airfare expenses, registration expenses) • Copy of Trip Authorization form • Itemized Meal Receipts (original) • Itemized Hotel Receipt • Copy of Hotel Lodging PO • Copy of Registration PO • Registration receipt with a zero balance • Copy of Airline PO • Airline invoice • Maps (for mileage reimbursement) • PD Schedule/Agenda/Information • Certificate/Assurance of Attendance • Other <ul style="list-style-type: none"> ○ Luggage receipts ○ Parking receipts ○ Taxi/shuttle receipts 	<ol style="list-style-type: none"> 1. FPD - Receives complete packet within 15 business days after the traveling employee's return date 2. <u>If eligible</u> – FPD sends to Accounts Payable 3. <u>If request requires clarification/missing item(s)</u> – FPD will return the travel reimbursement worksheet with remarks notated. Packet may be resubmitted to FPD and will repeat the order of approval process. <ul style="list-style-type: none"> • It is the responsibility of the campus/department to inform their staff of any delays/issues which may impact payment 4. <u>If ineligible</u> - FPD returns complete packet to campus/department <ul style="list-style-type: none"> • It is the responsibility of the campus/department to inform their staff of any delays/issues which may impact payment 	<ul style="list-style-type: none"> • Ensure packet is complete and submitted within 15 business days after the traveling employee's return date • Incomplete packets will be returned with remarks notated, which will delay reimbursement to the employee • FPD may not authorize payment for any travel prior to the FPD eligibility review and approval process. The campus/department local budget may be charged. • The campus/department local budget may be charged for the travel reimbursement if ineligible for federal funding