

TRAVEL RECONCILIATION

All travel requests must be reconciled within ten (**10**) working days upon return from the trip. The form should be completely filled out and have required signatures (traveler and supervisor) and include all supporting documents such as original receipts, detailed lodging receipts, mileage (MapQuest/Google Maps) and travel workflow. Failure to reconcile or provide receipts may result in the travel advance or payment becoming a **personal liability**. **A payroll deduction will be executed on the next pay date and a five dollar (\$5) non-refundable processing fee will be charged, if travel is not reconciled on time.** All travel requests are to be submitted via the workflow. Use Sage for all registration fees; do not include them in the travel workflow.

- A. Please print or type all the information. (Include copy of check and online map if applicable)
- B. **Name, Employee ID# and Title** – Use the full name, Employee ID# and title of the claimant. Use one claim form for each individual who claimed payment for travel. Make sure to complete all the fields requesting travel information such as check number, workflow number, etc.
- C. **Account Numbers** – Enter the budget number(s) to which the expenditures were charged and the pro-rated amounts if two or more numbers were involved.
- D. **Meals** – Only one (**1**) original **itemized** receipt will be allowed per meal. This includes group meals. All student meals should be submitted on one receipt. Multiple receipts will not be accepted. Meal purchases for others (including family) will be disallowed. Purchases cannot be from local (Laredo) restaurants/stores. No meal allowance will be granted when meals are covered by conference or registration fees, or any other instance in which the employee does not pay for the meal.
- E. **Lodging** – Lodging rates are based on the GSA Per Diem Max Lodging Rate for the listed city. Always present the Hotel Occupancy Tax Exemption Form at the hotel. When reconciling provide itemized lodging receipt which identifies the taxes and other items charged. Receipts that are not itemized will not be honored. Online reservation sites may not always provide for the tax exemption or the itemized receipt. Be aware that you are still required to provide itemized lodging receipts when booking from online sites.
- F. **Mileage** – Mileage is paid based on map mileage obtained from MapQuest, Google Maps, etc. which indicate the distance traveled at the 2013 Standard Mileage Rate issued by the IRS. Make sure to bring in the printout of the original version of MapQuest, Google Maps, etc. that was provided for approval of the travel workflow. This helps expedite your reconciliation and provides the accurate original backup to justify your mileage.
- G. **Plane Fare, Bus Fare, Registration Fees, and Other Expenses** (Please Itemize) – Will be paid on actual costs, and **detailed receipts are required**. Valet parking will only be reimbursed if self parking is not an option.
- H. **Purpose of trip**, name of workshop or meeting attending.
- I. **Benefit derived from trip**, a full account of the benefits derived from the trip should be given.

Present the completed reconciliation form with all required documents and signatures to Accounts Payable. Do not drop off or Pony the reconciliation with money (cash/check/money order) to AP. Claimant or representative must stay to complete the process and pay cashier. Upon completion, the reconciliation form, any money due, and all documentation are to be submitted to the District Cashier.