



COLLEGE PLACE PUBLIC SCHOOLS

Administration Office

1755 S. College Ave., College Place, WA 99324

(509) 525-4827 FAX (509) 525-3741

focusing on kids and their learning....

Expense Voucher Uses and Procedures

For Conference/Travel Reimbursement:

For all conference costs, reimbursement will occur **after** you have attended the conference. You must complete the "Expense Voucher" to receive this reimbursement. After completion of this form, turn it into your administrator for approval, and upon approval, it will be forwarded to the Business Office for reimbursement through Accounts Payable. This money will not show up on your paycheck, but rather a separate check through Accounts Payable. In most cases, this check will be delivered in interschool mail the third Friday of every month and mailed to your home address during the summer months. If you need to see how much professional development money you have remaining, you may check with your principal or secretary. Please keep track of your balance. This will help ensure that you are reimbursed correctly.

****The following is a description of how to fill out the Expense Voucher for reimbursement:**

Meals

Meals can only be claimed if an overnight stay has occurred. Meals are paid at the per diem rate, and no receipts are required. To be reimbursed for meals, you must attach a copy of the training or conference agenda indicating which meals are included with the registration fee. Meals provided at the conference are not reimbursable. A state map of current per diem meal rates is available on our website under Staff Resources>electronic forms>travel per diem rates. For out of state rates, go to the website www.gsa.gov. Go to per diem rates in the left hand column. Click the state needed on the map. For a breakdown of daily rates, click 'Meals and Incidental Expense Breakdown'.

Lodging

You must make all of your own hotel reservations and be reimbursed for them. If you are staying at the conference site, an original receipt for lodging must be attached. **You will be reimbursed for the actual cost of the lodging when staying at a conference site if you provide a signed and dated receipt.** If you are staying at a non-conference site you will be paid at the per diem rate and no receipts are required. The hotel per diem rate is on the state map located on the district website under staff resources>electronic forms>travel per diem rates. For out of state rates, see the information included in the above meal section.

Please note: If your arrangements, workshop or hotel, are paid for online, please submit a confirmation from the workshop/hotel, sign and date the confirmation and submit it after the workshop.

Mileage Reimbursement

For current mileage reimbursement rates please contact your school secretary or the District Office. For mileage between cities, please refer to the College Place Public Schools website. Go to cpps.org>staff resources>electronic forms>mileage chart. Note the mileage is only listed for one way.

For Monthly Mileage Reimbursement:

For monthly reimbursement, complete the back of the Expense Voucher listing the miles traveled for the date of the month. Or if you track the mileage on a separate spreadsheet, attach that form to the Expense Voucher. Be sure to bring forward the total miles to the front of the Expense Voucher.

Other Transportation

Other Transportation is for reimbursement for taxi, airfare, shuttles, etc. To be reimbursed for these, **a receipt must be attached, signed and dated.** We cannot reimburse you if there is no attached receipt.

Sundry Expenses

Sundry Expenses is for reimbursement for DVD's, books, etc. purchased at a conference. To be reimbursed for these, **a receipt must be attached, signed and dated.** We cannot reimburse you if there is no attached receipt(s).

If you have any questions, please call the Business Office.

Revised August 12, 2011