



TRAVEL REIMBURSEMENT PROCEDURE

5.02

Effective Date: 07/18

Purpose: The purpose of the procedure is to provide instruction and guidance to employees traveling, incurring expense, and seeking reimbursement.

Failure to Comply: Employees who fail to comply with this procedure may have reduced or disallowed travel expenses.

Procedure: All travel expense reimbursement requests must be submitted on the electronic time and travel form. The most recent version is available to all staff through email and a drive share on the BRDHD server.

Required information for completion:

- All submitted claims must be signed by the employee and the supervisor.
- Travel shall be submitted biweekly as a part of the electronic time and travel form.
- All travel expense claims from a prior fiscal year must be received by September 30 following the end of the fiscal year to be eligible for payment.
- Direct deposit of expenses is mandatory. All employees must complete and submit the P-16 Payroll Reimbursement Direct Deposit Form at the time of new hire orientation and anytime the information changes.

1) District travel:

a) Each day's vicinity travel shall be listed on a separate line. The employee's supervisor shall monitor vicinity mileage for appropriateness and necessity and shall require:

i) Vicinity destinations be listed on the travel voucher; or

ii) Other records/reports are available to substantiate the claims for vicinity travel.

b) Conference/Meetings incurring a fee requires completion of the P-32 Travel Request Form with approval of the supervisor and Public Health Director or designee as far in advance as possible before date(s) of travel.

2) Out of District Travel

- a) All travel outside district boundaries requires completion of the P-32 Travel Request Form with approval of the supervisor and Public Health Director or designee as far in advance as possible before date(s) of travel.
 - b) Required registration information must be submitted with the P-32 Travel Request Form.
 - c) All P-32 Travel Request Forms shall be submitted to the District Receptionist via the ticket system.
 - d) Hotel bills must be submitted to Finance Department along with receipts needed for any claimed expense such as transportation costs.
 - e) Purpose for travel must be documented on the P-32 Travel Request Form.
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Forms: [P-32 Travel Request Form](#); [P-16 Payroll Reimbursement Direct Deposit Form](#)

References: [200 KAR 2:006](#); [Administrative Reference - Financial Management section](#)

Contact Persons: Director of Finance

Date Adopted:

Procedure Origination, Revision, and Review Tracking

Procedure Version Number	Origination Date	Description of Revision or Reviewer Name
5.02	01.26.2018	Director of Finance – Procedure Creation