

Fox River Valley Public Library District
TRAVEL EXPENSE AUTHORIZATION REQUEST

Travel Expense Authorization Procedures

1. Employee who wish to attend conferences or training that involve overnight travel must receive authorization before booking any travel or paying any conference expenses. Employee fills out "Travel Expense Authorization Reimbursement" form, requesting a not-to-exceed dollar amount and obtaining the appropriate signatures.
2. Once travel has been approved, Employee can make travel plans and attend the training / conference.
3. Once travel is completed, Employee fills out the 2nd side of "Travel Expense Authorization Reimbursement" form to request reimbursement for mileage and expenses paid for by the Employee. (For expenses paid for by Library credit card, a "Credit Card Request Purchase Authorization" form is used instead.)

Name:	Title:
Purpose for Travel:	
<p>Briefly explain how attending this event will benefit you as an employee; how it will benefit the Library; and how you will share what you've learned with other Library staff.</p>	
Location and Dates:	Not to exceed Amount:
Requester Signature :	Date:
Manager Approval:	Date:
ALL TRAVEL EXPENSES OVER \$100 OR NON-BUDGETED TRAVEL MUST BE APPROVED BY THE DIRECTOR	

Travel Expense Reimbursement Request Procedures

1. Employees must follow procedures for Business & Travel Expenses located in the Employee Handbook, and receipts must be attached, in order to receive reimbursement.
2. Employees must follow procedures for Vehicle Safety located in the Employee Handbook.
3. When departing on official travel, if it is more practical for the employee to drive directly to the airport from the employee's residence without first driving to the Library, only mileage exceeding the regular commute may be claimed.
4. Have the "Travel Expense Authorization Reimbursement" form signed and submit it to the Business Office within 60 days of travel. This requirement is in accordance with IRS Publication 15 (Circular E) – Accountable Plans.

For Business Office Use only:

1. Business Office Specialist verifies the information is correct and sends the form(s) to the Library Director or Assistant Director for payment approval.
2. Once approved, Business Office Specialist processes the reimbursement in the Library's financial software as a journal voucher, debiting the appropriate line and crediting "Staff Reimbursement" 10...22500.
3. Business Office Specialist compiles the signed and processed forms, and turns them in to the ADSS by noon on the Friday before payroll.
4. When payroll is being processed, ADSS will add the reimbursement to employee paychecks:
 - a. Under Payroll/ Payroll Entry, click on the Batch. You will see staff names. Click the employee's name to get to the individual line items for that paycheck.
 - b. On the "Line Items" (Earn/Ded/Tax) add the line item "DREIMB – Reimbursement" and in the corresponding "Amount" column add in the flat amount of the reimbursement. Hit "Save."
 - c. Continue with Payroll processing as usual. When the payroll reports are run, Library Director approves payroll including Staff Reimbursements. Reimbursement amounts are displayed on reports as nontaxable items added to the net paycheck.
5. Once payroll is run, Paylocity will provide an import file that will debit "Staff Reimbursement" 10...22500 and credit "Cash" 10...10100.
6. Business Office Specialist will note payroll date on forms once payment has been verified, and file forms in staff and reimbursement folders.

Fox River Valley Public Library District
TRAVEL EXPENSE REIMBURSEMENT REQUEST

Name _____

Reimbursement requests must be submitted to the Business Office no later than 60 days after travel.

MILEAGE

DATE	POINT OF ORIGIN	DESTINATION	RETURNED TO	REASON FOR TRAVEL	MILES

Mileage taken from Standard Sheet

Map showing mileage attached.

Map submitted previously

TOTAL MILES TRAVELED

CURRENT REIMBURSEMENT RATE PER MILE!

TOTAL DUE FOR MILEAGE (A)

OTHER ALLOWED EXPENSES (REGISTRATION, TOLLS, PARKING, HOTEL, MEALS, MISC.)

DATE	DESCRIPTION	PURPOSE	AMOUNT

TOTAL OTHER EXPENSES (B) - receipts attached

TOTAL EXPENSE REIMBURSEMENT (A+B)

TOTAL TRAVEL EXPENSES from all forms:

Total Mileage (A)	MileageAcct#
Total Other Expenses (B)	OtherAcct#
Total Expenses from this Form	
Total Library Credit Card	
TOTAL TRAVEL EXPENSES	Department
Requester Signature	Manager's approval
Date	Date

I CERTIFY THAT THIS REIMBURSEMENT CLAIM IS TRUE AND CORRECT FOR EXPENSES INCURRED IN PERFORMANCE OF MY OFFICIAL DUTIES.

Requests are processed each payroll period

<u>For Business Office Use only</u>	
Date Received:	
Verified Driver's License/Insurance Current:	
Amount :	OK to Pay:
Account #	
Payroll Date:	JV Session: