

TRAVEL REIMBURSEMENT REQUEST DO'S & DON'TS

In compliance with both audit and state requirements, the District is required to provide both an original and itemized receipt when using District funds. This pertains to both PERSONAL REIMBURSEMENT REQUESTS and PURCHASING CARD TRANSACTIONS.

When submitting Personal Reimbursement Requests, receipts must be both original and **itemized**. Reimbursement requests submitted without proper documentation will be held. Requestor will be contacted by the Business Office who will review reimbursement request. If approved, request will be honored and a warning will be issued to the reimbursed employee. If a second offense occurs by the same employee, reimbursement will not be honored.

When using a District Purchasing Card or Petty Cash Card, card user must submit original and **itemized** receipts as well. If Purchasing Card Transaction Logs are submitted without proper documentation, the card user will be issued a warning. If the same card user fails to submit proper documentation a second time, card user can be held personally responsible for charge. In this case, card user will need to write a check made payable to "The School District of Clayton" for the undocumented charge.

Please familiarize yourself with the attached Do's & Don'ts to expedite payment requests.

TRAVEL REIMBURSEMENT REQUEST

DO'S & DON'TS

DO	DON'T
Obtain required approval through My Learning Plan prior to making any travel arrangements.	Do not make travel arrangements prior to approval through My Learning Plan.
Maintain ORIGINAL receipt or invoice.	Do not submit a COPY of a receipt or invoice.
Maintain DETAILED receipt listing items/food purchased NOT credit card signature receipt.	Do not submit a credit card signature receipt only of an expenditure.
Submit receipts within 60 days of original purchase.	Do not submit receipts greater than 60 days of original purchase.
Receipt documents PROOF OF PAYMENT by staff (i.e. vendors invoice shows amount due as \$0 or paid by XYZ credit card or include a copy of canceled check from bank).	Do not submit receipts without proof of payment.
List business reason for meal and who attended meeting.	Do not adhere tape over information on thermal receipts.
Utilize District's tax exempt status for conference travel within the state of Missouri.	Do not charge items directly to a hotel room when traveling. If necessary, obtain detailed receipts.
Provide a business reason for the purchase.	Refrain from combining personal purchases and District purchases on the same receipt, separate purchases at the register.
	Do not use a highlighter on receipts, if necessary, circle items with a pen.