



## ***Staff Workshop and Travel Reimbursement Procedures***

ALLOW FOR A FIVE (5) DAY TURNAROUND FOR ANY REQUESTS

1. **REGISTRATION:** Allow a five (5) day processing period when sending preregistration payment requests to the business office. Always send completed registration form. The business office must have on file the pertinent details of the workshop (i.e. who, why, what, where, when, agenda). Send copies of your correspondence that document these areas. Finally, indicate if you wish us to mail it in or send it back to you. If there is no direction, we will mail it to the address on the registration form.
  
2. **LODGING:** Check with your building administrator on how he/she prefers to handle lodging reservations. Either the building office will make the reservation or the individual staff person may be directed to do so. Payment of your hotel can be handled in one of two ways:
  - a. If the rate and tax is confirmed with the reservation, we can send you a check to carry with you. You will need to send us the information about the hotel, the rate, the tax, etc. If this method is chosen, the employee is responsible for turning in the proper hotel receipt (**receipt received upon check out from the hotel**) immediately upon his/her return to work.  
Allow five (5) day turnaround
  - b. You can pay for the room and turn it in for reimbursement.For either of these methods, the original, detailed hotel receipt that is received upon check out must be turned into the business office.
  
3. **MEALS:** Reasonable meal reimbursement requests will be made with original dated restaurant receipts only (**Credit card receipt not acceptable**). If restaurant charges are applied to the room bill, original receipts are still needed from the dining room. **Tips will be reimbursed up to 15% only**. Individual buildings may have set a specific meal reimbursement rate. Check with your building administrator. If you are dining with someone that you are not claiming reimbursement for, **you must ask for separate receipts**.

An NLC Travel Expense Report must accompany **ALL** of the above items. All expense reports must include a copy of either the registration form or the agenda that is received at the workshop (agenda must include the name of the workshop, date and where it took place). The travel expense report can be obtained from your building office secretary or at [www.nlc.k12.mn.us](http://www.nlc.k12.mn.us) This report must include appropriate documentation, be completely filled out and **be approved by your building administrator before** it is sent to the business office for payment.



## Travel Expense Report

**ALLOW A FIVE (5) DAY TURNAROUND**

- **Check Payable to:**
- **Department/Program:**
- **Title of Workshop:**
- **Site of Workshop/Travel:**
- **Inclusive dates of this report: From: \_\_\_\_\_ to: \_\_\_\_\_**
- **Transportation Expense:**

Date	Ending Odometer	Beginning Odometer	Miles Traveled

- Mileage..... Total Miles Traveled: @ 55.5¢/mile = \$
- Registration...(see reverse side)..... \$
- Lodging.....(Attach original receipt)..... \$
- Meals.....(Attach restaurant receipts)..... \$
- Parking.....(Attach receipt if possible)..... \$
- Other..... \$
- **REIMBURSEMENT TOTAL..... \$**

Mail check                       Return check to employee

I declare under the penalties of law that the expenses claimed are actual, correct and that no payment has been received or will be claimed for same expenses.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments: (List persons included in this report.)**

**Expense code:**

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**\*\*SEE REVERSE SIDE FOR INSTRUCTIONS\*\***