



TRAVEL REIMBURSEMENT – THE TRAVEL EXPENSE VOUCHER FORM

This is an official document and is subject to audit. Your signature, along with your Budget Manager's & Supervisor's signatures mean this document is an accurate and truthful claim.

- Submit these monthly, more often if you have more complex travel.
- **For travel in June**, please get them submitted as early as possible (no later than July 15th) so the transactions stay within the fiscal year.

Mileage Reimbursement

Determine the mileage from point A to point B (less your normal commute), put that mileage on the document, list a reason for the travel on the document, and sign it.

Your Budget Manager and Supervisor will review the mileage and reason for travel and sign the form, before forwarding to the Business Office.

A map or travel log, such as Google maps or similar, is only required for trips exceeding 100 miles.

If you are driving a significant distance (100 miles+) we require you to submit the **Enterprise Rental vs. Driving personal Car comparison Calculator**.

Utilizing a rental vehicle requires a few additional steps. See MyJeffco path below.

Lodging, Plane Tickets, Meals, Other Expenses go on this form as well.

- You will need to include **all travel receipts**.
- Receipts need to be **in the order listed on the voucher**. All amounts on the form should be easily traced to a back-up document.
- **Detailed receipts** for all purchases are required. Copies are acceptable. Original receipts are not required. Full sheets of paper are preferred.
- Purchases made using Jefferson College Visa Procurement Cards are not included on the Travel Reimbursement form, a **separate Procurement Log** is required for this.

Reasonable judgment should be used regarding meal cost, guidelines on meals, tips, misc., can be found at www.gsa.gov/perdiem. Tips should not exceed 20% in restaurants, 10% delivery, 5% take-out.

Reference

Procurement Policy and Guidelines (Rev. 6/08/2023) and the Travel Expense Voucher Form can be found **on MyJeffco**. Click your way there: **MyJeffco - Employee - Other - Finance and Administration - Forms** - lots of useful stuff here!

Enterprise Rental vs. Driving Personal Car Comparison Calculator can be found on MyJeffco. Click your way there: **MyJeffco - Employee - Other - Finance and Administration - Enterprise Rental Car Program - Enterprise Rental vs. Driving personal Car Calculator** (bottom middle).

revised 9/5/24

Questions? Call or come see us! We look forward to working with you.