

# OUT-OF-DISTRICT TRAVEL

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## OUT-OF-DISTRICT TRAVEL PROCEDURE REMINDERS

Complete travel guidelines are included in the [DMPS Business & Finance Procedure Manual](#). It is the employee's responsibility to review and understand all the rules and requirements for travel. If traveling with students, review the policy on [Student Field Trips and Excursions](#) and complete the [Student Travel Pre-Approval](#) form. This should be completed prior to the employee's personal travel approval form being submitted.

Remember: An employee **cannot** make any travel arrangements until the [Travel Authorization Request](#) (*log into Employee Online and select webforms*) is submitted and the employee has received an email indicating the travel has been approved.

Allowable/unallowable expenses for a district p-card still apply when traveling, see [procedure manual](#) for a list. **A district p-Card must be used to pay for airfare, hotel accommodations and rental cars.**

Meal and Incidental Expenses, abbreviated as M&IE, is defined as any type of food, non-alcoholic beverage, fees, sales tax and tips, including tips for wait staff at restaurants. Meal expenses are allowed **ONLY** when incurred with travel outside of a 50-mile (one-way) radius of Des Moines for district-related business. Non-overnight travel beyond 50 miles (one-way) is eligible for lunch reimbursement capped at \$15.

There are two allowable methods for paying for meals and incidentals:

- 1) use a district p-Card with (up to \$59) daily allowance and submit itemized receipts (**must be used when traveling with grant funds**)
- 2) pay with personal funds and request reimbursement at the federal rate with no itemized receipts

**NOTE: If a family member is traveling with an employee, the employee is personally responsible for ALL costs pertaining to the family member. Additionally, if an employee chooses to extend his or her work travel for personal reasons, the district will not pay for the expenses (e.g., hotel, meals, incidentals) for the additional days.**

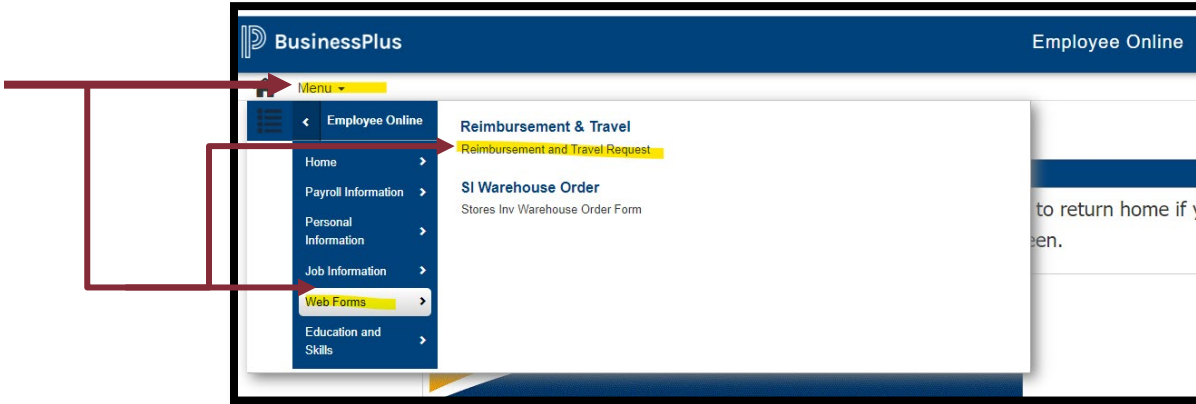
All travel expenses are to be submitted electronically on the [Travel Expense Reimbursement](#) form (*log into Employee Online and click on webforms*) within **seven (7)** business days of the return from the trip. Itemized receipts must accompany all expenses charged to a p-Card. Charge card slips alone **ARE NOT** acceptable forms of itemized receipts.

Please see page 8 for post travel instructions.

## COMPLETING THE PRE-TRAVEL APPROVAL AND EXPENSE FORMS

### EMPLOYEE ONLINE

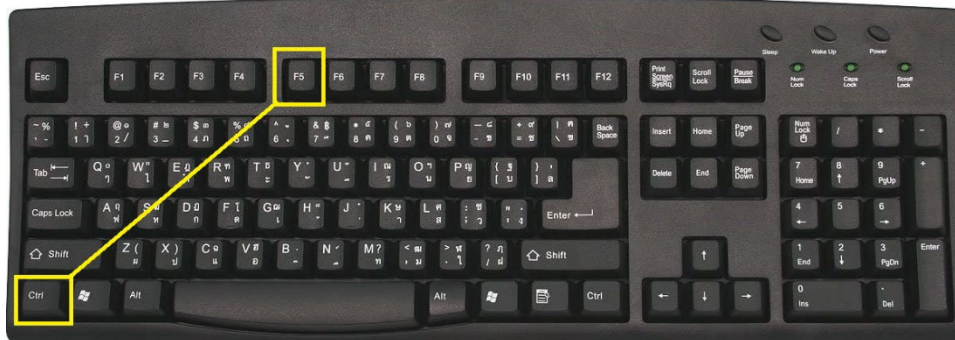
- Travel forms can be accessed in [Employee Online](#)
- Once logged into Employee Online, select Menu → Web Forms → Reimbursement & Travel Request
  - Log in a second time using the same Employee Online credentials, then the *Travel Prior Approval and Expense Reimbursement* form will open



### TRAVEL PRIOR APPROVAL AND EXPENSE REIMBURSEMENT REQUEST FORM

- The *Travel Prior Approval and Expense Reimbursement* form is required to obtain approval for out-of-district trips and must be completed before any travel arrangements are made

- After opening the web form, **FIRST** hit **Ctrl + F5** before doing **ANYTHING** on the form
  - **Ctrl + F5** means hold down the Control key and then push the F5 key at the same time



## BASIC INFORMATION

- The request date and employee name will automatically populate

Des Moines PUBLIC SCHOOLS Travel Prior Approval and Expense Reimbursement Request Help ▾

New Instance

Request Date: 02/09/2022 📅 Employee: 015104 | KNAPP, EMMA A ▾ Request Type: Please select Request Type ▾

Purpose of Trip and Destination or Claim: Please enter reason for this trip

- In the **Request Type** drop down, select **Travel Authorization Request (Prior Approval)**; this will update the form to reflect the required fields

Des Moines PUBLIC SCHOOLS Travel Prior Approval and Expense Reimbursement Request Help ▾

New Instance

Request Date: 02/09/2022 📅 Employee: 015104 | KNAPP, EMMA A ▾ Request Type: Please select Request Type ▾

Purpose of Trip and Destination or Claim: Please enter reason for this trip

Request Type: Travel Authorization Request (Prior Approval) ▾

- In the **Purpose of Trip and Destination or Claim** field, describe the trip
  - If travelling for a conference, list the conference name and location
    - Example: SEL Conference Las Vegas, NV

Des Moines PUBLIC SCHOOLS Travel Prior Approval and Expense Reimbursement Request Help ▾

New Instance

Request Date: 02/09/2022 📅 Employee: 015104 | KNAPP, EMMA A ▾ Request Type: Please select Request Type ▾

Purpose of Trip and Destination or Claim: Please enter reason for this trip

- Select the **departure** and **return dates** using the calendar icons

Departure Date: 02/09/2022 📅 Return Date: 02/09/2022 📅

- Check the appropriate boxes if traveling **out of state**, **internationally**, or with **students**
  - NOTE: If traveling with students, the [Student Travel Pre-Approval](#) form must be completed first
  - Employees should complete their travel approval form *after* receiving approval notification for student travel

Out of State Travel  International Travel  Student Travel

## ADDING ANTICIPATED EXPENSES

- Click the **+ Add Expense button** to list the anticipated travel budget for the trip
  - Add each expense (including airfare, hotel, conference registration, ground transportation, rental cars, and meals) separately

Travel Prior Approval and Expense Reimbursement Request

Request Date: 02/09/2022  
Employee: 015104 | KNAPP, EMMA A  
Request Type: Please select Request Type

Purpose of Trip and Destination or Claim: Please enter reason for this trip

Additional Justification: [Text Area]

Actions	Date	Type	Purpose	Start Loc	End Loc	Qty/Mileage	Rate	Amount
+ ADD EXPENSE						0.00		0.00

- For each anticipated expense, the **date**, **expense type**, **payment method**, **account key** (GL Org Key), **object code** (GL Object), and **amount** must be added; the purpose will automatically populate based on what was stated at the beginning of the form
  - Click the **Save + Add Another** button until all trip expenses are added
    - After the last expense has been added, click the **Save** button
  - The requestor can submit the travel approval without an account key; HOWEVER, the form will not move past the office manager approval until one is added
  - If a DMPS p-card will be used as the payment method, itemized receipts are required for all purchases

Add Expense

Date: Date of Expense (leave blank for MEALS)

Type: Select Expense Type

Payment Method:  
 To be charged to DMPS purchasing card  
 To be reimbursed

Purpose: Enter Expense Description or Purpose (Max Length 25)

GL Org Key: Enter Org Key or Description

GL Object: Enter GL Object or Description

Amount: [Text Field]

CLOSE SAVE SAVE + ADD ANOTHER

## EXPENSES: MEALS

- There are two payment options for meals: charging the expense to a district purchase Card or personally paying and requesting reimbursement from the district
- **Option 1: Meals charged to a DMPS p-Card**
  - Meals must be purchased using a district p-Card and *itemized* receipts must be collected for all meals
  - The daily allowable per diem is a maximum of \$59
    - Exceeding the per day maximum will result in the need to reimburse the district for the excess spent.
  - Employees must select the **charged to DMPS p-Card** option, if the travel will be paid for using grant funding
- **Option 2: Reimbursement**
  - Employee pays out-of-pocket for meal and incidental expenses and will be reimbursed after completion of the trip
  - No itemized receipts will be necessary
  - The daily per diem is based on the destination's zip code
- When entering meals expense, leave the date blank → Select **Meals** from the Type drop-down → Select the **Payment Method** → Enter the ZIP code of the travel → Check the meal boxes that will **NEED** to be purchased
  - If the conference provides meals, those boxes must be left unchecked
    - In the example below, all meals are covered by the conference, so only incidentals are checked
  - The form will calculate the maximum allowable per diem total for each day, based on the ZIP code entered
  - As explained in the procedure manual, the meals & incidentals for the first and last days of travel are reduced by 25%

The screenshot shows the 'Add Expense' form with the following fields and table:

**Date:** Date of Expense (leave blank for MEALS)

**Type:** Meals

**Payment Method:**  
 To be charged to DMPS purchasing card  
 To be reimbursed

**Destination Zip Code:** Enter destination zip code

Date	Breakfast	Lunch	Dinner	Incidentals	Total
2/9/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3.75
2/10/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5.00
2/11/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5.00
2/12/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5.00
2/13/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5.00
2/14/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3.75

## ATTACHMENTS

- When requesting to travel for a workshop, conference, or seminar, employees must attach a copy of the event's full agenda, including any lodging or meal provisions
  - Use the **+ Add Attachment** to upload with the description *Conference Agenda*

Des Moines PUBLIC SCHOOLS Travel Prior Approval and Expense Reimbursement Request Help ▾

New Instance

Request Date: 02/09/2022 📅 Employee: 015104 | KNAPP, EMMA A ▾ Request Type: Please select Request Type ▾

Purpose of Trip and Destination or Claim:

Additional Justification:

Expenses

Actions	Date	Type	Purpose	Start Loc	End Loc	Qty/Mileage	Rate	Amount
<span>+ ADD EXPENSE</span>						0.00		0.00

Attachments

Actions	Description	Document
<span>+ ADD ATTACHMENT</span>		

## SUBMISSION

- The employee's deposit information will auto-fill
- When all fields are complete, click the **Submit** button

Des Moines PUBLIC SCHOOLS Travel Prior Approval and Expense Reimbursement Request Help ▾

New Instance

Request Date: 02/09/2022 📅 Employee: 015104 | KNAPP, EMMA A ▾ Request Type: Please select Request Type ▾

Purpose of Trip and Destination or Claim:

Additional Justification:

Expenses

Actions	Date	Type	Purpose	Start Loc	End Loc	Qty/Mileage	Rate	Amount
<span>+ ADD EXPENSE</span>						0.00		0.00

Attachments

Actions	Description	Document
<span>+ ADD ATTACHMENT</span>		

Deposit Account

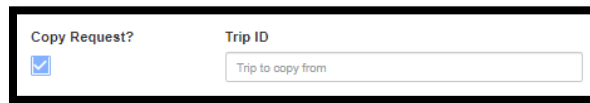
Bank	Routing No.	Account No.	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SAVE AS DRAFT RESET SUBMIT

## MULTIPLE TRAVELERS

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- Each employee traveling must fill out a Travel Prior Approval and Expense Reimbursement form
- However, after one form has been submitted, subsequent travelers can copy the initial submission
  - After submitting the first form, write down the trip's EE# that shows after submission
  - The next employee can use the trip number to copy the trip details to save time with submissions
  - At the beginning of the form, subsequent travelers would check the **Copy Request?** box and type in the EE# in **Trip ID** field
    - Tab away from that field and the rest of the form will populate with the same data
    - Update the form as needed before submitting



The image shows a screenshot of a form section with a black border. On the left, there is a label 'Copy Request?' above a checked checkbox. On the right, there is a label 'Trip ID' above a text input field containing the text 'Trip to copy from'.

## POST-SUBMISSION

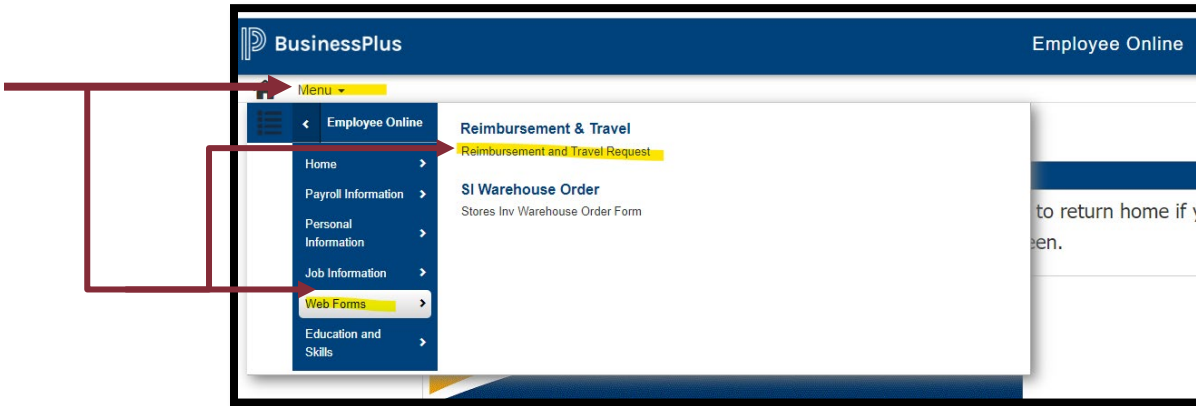
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- Employees will receive a workflow notification email from BusinessPlus showing the trip details and approval status
- Save the approval email as a PDF file with the label “travel approval + trip name”
  - Example: Travel Approval SEL Conference
- This approval email must be attached to the Travel Expense Reimbursement following the trip

## COMPLETING THE POST-TRAVEL EXPENSE FORMS

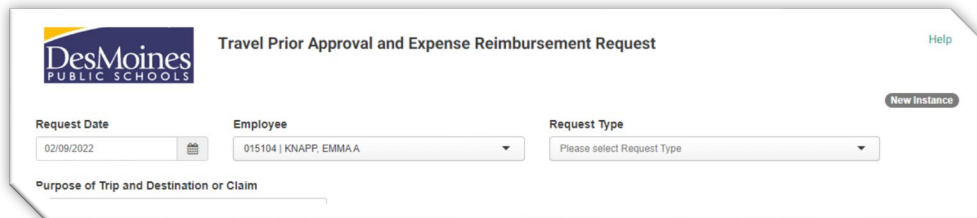
### EMPLOYEE ONLINE

- Travel forms can be accessed in [Employee Online](#)
- Once logged into Employee Online, select Menu → Web Forms → Reimbursement & Travel Request
  - Log in a second time using the same Employee Online credentials, then the *Travel Prior Approval and Expense Reimbursement* form will open

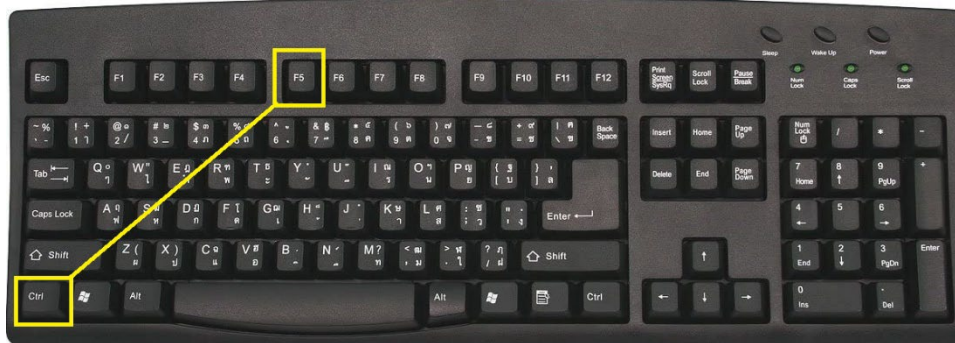


### TRAVEL EXPENSE REIMBURSEMENT (PRE-AUTHORIZED) FORM

- This form is used to communicate all travel expenses and is to be submitted within seven (7) business days of returning from the trip
- All itemized p-Card receipts and requests for reimbursement need to be included



- After opening the web form, **FIRST** hit **Ctrl + F5** before doing **ANYTHING** on the form
  - **Ctrl + F5** means hold down the Control key and then push the F5 key at the same time





## BASIC INFORMATION

- In the **Request Type** drop down, select **Travel Expense Reimbursement (Pre-Authorized)**; this will update the form to reflect the required fields
  - NOTE: the form will error when selecting this option, if the employee has no active approved trips

Des Moines PUBLIC SCHOOLS  
Travel Prior Approval and Expense Reimbursement Request

Request Date: 02/09/2022  
Employee: 015104 | KNAPP, EMMA A  
Request Type: Please select Request Type

Purpose of Trip and Destination or Claim

New Instance

Request Type  
Travel Expense Reimbursement (Pre-Authorized)

- Use the drop down under **Trip ID** to select the completed trip
  - After the trip is selected, the information from the travel approval will auto-populate

Des Moines PUBLIC SCHOOLS  
Travel Prior Approval and Expense Reimbursement Request

Request Date: 02/11/2022  
Employee: 015104 | KNAPP, EMMA A  
Request Type: Travel Expense Reimbursement (Pre-Authorized)

Trip ID  
Purpose of Trip and Destination or Claim

- Describe any changes to the trip in the **Additional Justification** box
  - Examples of changes include but not limited to: district pCard not accepted, change in meals provided or purchased, multiple traveler expenses on one receipt, significant change in estimated expense, etc.

Des Moines PUBLIC SCHOOLS  
Travel Prior Approval and Expense Reimbursement Request

Request Date: 02/11/2022  
Employee: 015104 | KNAPP, EMMA A  
Request Type: Travel Expense Reimbursement (Pre-Authorized)

Trip ID  
Purpose of Trip and Destination or Claim

Additional Justification

## UPDATING INCURRED EXPENSES

- Use the **pencil icon** to update the expenses or add a new expense associated with the changes described in additional justification
  - The expense box will open
  - Make any changes and then click **Save**

Des Moines PUBLIC SCHOOLS  
Travel Prior Approval and Expense Reimbursement Request

Request Date: 02/11/2022  
Employee: 015104 | KNAPP, EMMAA  
Request Type: Travel Expense Reimbursement (Pre-Authorized)

Trip ID: [ ]  
Purpose of Trip and Destination or Claim: [ ]

Additional Justification: [ ]

Departure Date: 12/27/2021  
Return Date: 12/31/2021  
Out of State Travel:   
International Travel:   
Trip Cancelled?:

Expenses

Actions	Date	Type	Purpose	Start Loc	End Loc	Qty/Mileage	Rate	Amount	PCard
	12/06/2021	REGIST	TEST			0.00		100.00	Yes
	12/13/2021	LODGING	TEST			0.00		100.00	Yes
	12/13/2021	AIRFARE	TEST			0.00		100.00	Yes
	12/27/2021	MEALS	TEST2			0.00		333.00	
+ ADD EXPENSE						0.00		633.00	

- As this information is used to calculate the final reimbursement to the traveler (if needed), updating expenses is especially important if
  - Expenses changed *from pCard to reimbursement*
  - Expenses changed *from reimbursement to pCard*
  - If meals requiring reimbursement changed
    - Example: the initial approval form indicated lunch was provided at the conference and it was not or vice versa.
    - To update, use the pencil icon on the Meals line item and then uncheck any meals the conference provided. Or check any meals that were actually purchased because the conference did not provide the meal as expected. Remember to include an itemized receipt if a pCard was used for any meals.

Here is an example of how expenses changed and the amounts needed to be updated to reflect the correct amounts.

Departure Date: 10/11/2022  
Return Date: 10/14/2022  
Out of State Travel:   
International Travel:   
Trip Cancelled?:

Expenses

Actions	Date	Type	Purpose	Start Loc	End Loc	Qty/Mileage	Rate	Amount	PCard
	10/11/2022	MEALS	CBE Da Vinci Conference			0		171.25	
	10/11/2022	AIRFARE	CBE Da Vinci Conference			0		500.00	
	10/11/2022	REGIST	CBE Da Vinci Conference			0		575.00	
	10/13/2022	LODGING	CBE Da Vinci Conference			0		160.00	
+ ADD EXPENSE						0.00		1,406.25	

Departure Date

10/11/2022

Return Date

10/14/2022

Out of State Travel



International Travel



Trip Cancelled?



### Expenses

Actions	Date	Type	Purpose	Start Loc	End Loc	Qty/Mileage	Rate	Amount	PCard
	10/11/2022	MEALS	CBE Da Vinci Conference			0		137.25	
	10/11/2022	AIRFARE	CBE Da Vinci Conference			0		423.19	
	10/11/2022	REGIST	CBE Da Vinci Conference			0		575.00	
	10/13/2022	LODGING	CBE Da Vinci Conference			0		548.66	
<b>+ ADD EXPENSE</b>						0.00		1,684.10	

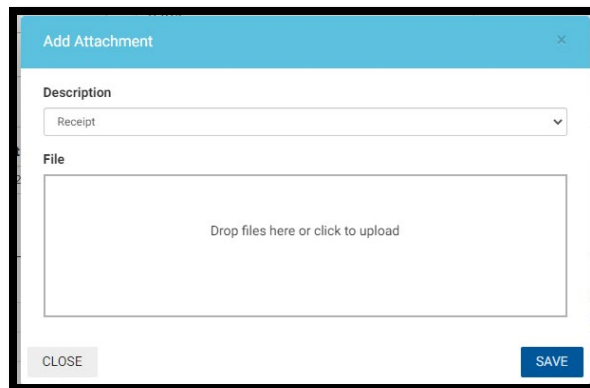
## ATTACHMENTS

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- Use the **+ Add Attachment** to attach:
  - The trip approval email using the description *Travel Approval Email*
  - A copy of the event's full agenda, including any lodging or meal provisions using the description *Conference Agenda*.
  - All itemized pCard receipts including registration, airfare, lodging, meals (if not using reimbursement method), ground transportation and any other pCard transactions using the description *Receipt*.
    - Please be sure the full receipt is clearly readable.
    - If one receipt has multiple travelers' expenses, each traveler will need to attach a copy of the receipt.



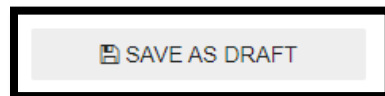
- Only one document can be attached at a time
  - NOTE: More than one receipt can be included in the same document



## SUBMISSION

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- Do NOT click Submit until all documentation is included
  - If waiting on receipts or other documents, click **Save As Draft**
    - This will save all changes made and send an email with a link to get back into the form
    - Keep this email to be able to link back into the draft
- Once all documentation is attached, click **Submit**






## POST-SUBMISSION






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- The travel expense reimbursement will go back through approval before any reimbursement is issued to the employee
- The employee will receive an email titled Reimbursement Request Approved once the trip is reconciled by the school/department and Accounts Payable


**Reimbursement Request Approved**

 workflow.ifas@live.dmps.k12.ia.us

To  Knapp, Emma  
Cc  Knapp, Emma

 Reply  Reply All  Forward  

Thu 1/6/2022 8:11 AM

 You forwarded this message on 1/6/2022 8:14 AM.  
We removed extra line breaks from this message.

Your reimbursement request has been approved for payment and will be deposited to your account immediately following the next payment cycle.