Kentucky Career Center **PROCEDURE**	**POLICY NAME: State and Non-State Travel Voucher Reimbursement** **Effective Date: 11-1-13** **Revised : 4-1-19**
	Applies /Of Interest To: All DWI State and Non-State Employees

Purpose	Guidelines for State and Non-State Employees to follow when requesting travel reimbursement

Scope:	Provides guidance for processing travel reimbursement vouchers in a timely manner. **NOTE:** Prior approval MUST be obtained before traveling out-of-state. Reference the Out-of-State Travel Request Procedure found on the Team of Experts Tool. http://apps.kcc.ky.gov/Policy/Default.aspx
State Travel Voucher 2018.xlsx	State employees and non-state employees must submit the Travel Voucher Reimbursement Form and Other Expenses – Continuation Form (when applicable) The Multiple Cost Distribution form is located on the last tab titled "Multiple Cost Dist" on the attached State Travel Voucher. This form must be used when your travel reimbursement requires the use of multiple templates. **The total expenses claimed on the travel voucher form and the total expenses claimed on the Multiple Cost Distribution form MUST be the same.** • Supporting documentation must be provided **NOTE: In order to ensure timely payment of travel expenses, you MUST submit travel reimbursement request no later than ten days after the end of the month in which the travel occurred.**
Non-State Employees	• **Non-State employees** will be required to apply for a VC # through the Vendor Self Service System (VSS) • They will be required to send an email to wfd.dwivcnum@ky.gov found on global as WFD DWI VC Numbers. • Any required forms will be emailed to the employee to complete and return so the division can update the information.

Finance Cabinet Travel Regulation 200 KAR 2:006E	https://finance.ky.gov/Office%20of%20the%20Controller/ControllerDocuments/200_KAR_2_006_EmployeeTravelRegulation.pdf
Traveler Submission	Once the travel voucher reimbursement form has been completed: • Select file, then save and send as attachment. • Address the e-mail to your next line approver. • Attach any receipts you have scanned. • Send to your supervisor for approval. **NOTE: Traveler can provide an "electronic" signature on the travel voucher reimbursement form or you can also print and scan a signed copy of the travel voucher reimbursement form to the mailbox**
Supervisor Approver Submission	Once electronic travel voucher reimbursement form is received from traveler: • Open the travel voucher reimbursement form and any associated documents. • Review • Close the documents • Select forward (the original e-mail) • Type "approved" in the body of the e-mail • Send to: o **EDU DWI Travel Vouchers – DWI.TravelVouchers@ky.gov** **NOTE: Electronic signatures are acceptable. Just remember that the supervisor MUST be the one to submit the form to the mailbox.** **NOTE: You can also print and scan a signed copy of the travel voucher reimbursement form to the mailbox**

Instructions for completing lines 1 - 12 on the Travel Voucher Reimbursement Form	- TE# – This space is used when your voucher is requesting reimbursement for expenses for an out of state trip. - Fund – 12EB (exception: when template is EBXAA or EBXAC – 13BW). - Dept – 531 - Unit – Refer to 531 Template-Unit-Location list found on Team of Experts Tool under the Operations Tab – Reference Document Library folder. - Location – Refer to 531 Template-Unit-Location list found on Team of Experts Tool under the Operations Tab – Reference Document Library folder. - Template – Refer to 531 Template-Unit-Location list found on Team of Experts Tool under the Operations Tab – Reference Document Library folder. - Activity – Leave Blank - Object – For in-state travel use E361; for out-of-state travel use E362; for Non-State Employee use E363. - Sub Object – PHIN for phone and internet reimbursement. - Func – Leave Blank - Grant # - Leave Blank - Traveler ID – ALL MUST enter Employee ID number - If mileage claimed was a state car available – All MUST check No NOTE: The line provided on the voucher for you to state the purpose of your travel must include the following details: - Identify the general service or task - DVOP Services - Community Action Outreach - Case Management - Required Meeting - Detailed Specifics - Within the general service or task - Identify the specific function(s) performed - Identify who you provided that service for
Receipts	- Receipts are required for any expenditure over $10 - The receipt copies must indicate the reimbursable amount, date, type or name of expense, address, and the person's name requesting reimbursement. - Hotel receipts MUST show a zero balance unless the room was direct billed (a copy of the receipt is required for proof of an overnight stay before meals will be reimbursed). The receipt should not be an INVOICE, it must be a PAID EXPENSE.

Helpful Tips to be sure your travel is processed quickly	• Failure to submit travel vouchers through the approval process via the appropriate mailbox (see above) with correct information will result in delayed processing and could result in delayed payment.
	• Include a complete accounting template (template, unit, location)
	• Include the employee's I.D. # (NOT the SSN or PERNR).
	• Include departure and return times, making sure to indicate "A.M" or "P.M"
	• Include the purpose for the trip (meeting, conference, field visit, etc.)
	• To be eligible for meal reimbursement a lodging receipt showing a zero balance is required.
	       EXCEPTION: based on:
	       https://finance.ky.gov/Office%20of%20the%20Controller/ControllerDocuments/200_KAR_2_006_EmployeeTravelRegulation.pdf
	       Section 7, 3 a & b; when an employee is in travel status after 9:00pm they are eligible for meal reimbursement for (dinner only) without an overnight stay. Other meals would require an overnight stay.
	• Mileage must be rounded to the nearest mile.
	• Reminder: the mileage reimbursement rate is assessed every three months. **The current rate is located on the Finance Cabinet's website.**
	
	    http://finance.ky.gov/services/statewideacct/Pages/travel.aspx
	
	• Feel free to make notes on the form or attach a separate note if there is something that requires an explanation.
	The form must be signed "electronically" by the employee and the supervisor.

Interesting, but little known facts about travel	• An employee will only receive an email notification regarding a travel check deposit IF that employee has Direct Deposit and the employee's email address is in the employee profile. (The employee's email must be added to the employee's profile by a staff person in the Finance Cabinet, therefore, you must send an email to Finance.CRCGroup@ky.gov found on global as Finance CRC Group. • Travel checks are not issued on payroll days. • Kentucky Employees Credit Unit (KECU) offers the option for a 60-day travel loan. The loan is not interest free and credit approval is required. You can apply online at https://kecu.org or via phone 502-564-5997.