



DMPS Financial Brief
Travel Process Start to Finish
Last Updated: March 2022

**Submit for
travel approval**

- Each employee must submit a completed Travel Authorization Request (Prior Approval) form via Reimbursement webform in Employee Online.

**Receive travel
approval**

- Employee receives approval e-mail notification from BusinessPlus workflow when their travel is approved by their Director/Executive Director.

**Book hotel,
travel, etc.**

- Must use a district p-Card
- At least one employee traveling in a group needs to have a pCard, whether it be their own or one they have checked out from their building/department.

Travel takes place

P-Card Expenses

- Keep receipts for:
 - (1) Hotel, Travel, Conference expenses
 - (2) Meal & Incidentals paid for with a p-Card

M&IE Reimbursement

- Keep receipts for:
 - (1) Hotel, Travel, Conference expenses

Upon return from the trip

P-Card Expenses

- Turn in receipts for:
 - (1) Hotel, Travel, Conference expenses
 - (2) M&IE paid for with a p-Card

M&IE Reimbursement

- Turn in receipts for:
 - (1) Hotel, Travel, Conference expenses
- Request reimbursement for M&IE

• Both pCard expenses and M&IE reimbursement submitted via Travel Expense Reimbursement (Pre Authorized) form via Reimbursement webform in Employee Online

B&F Review & Reimbursement

- AP will review p-card expenditures. If any unallowable purchases, reimbursement will be required from employee
- AP will review out-of-pocket expenses for mileage, M&IE Reimbursement Method, etc. Reimbursement will be processed and remitted via direct deposit.