

# OUT-OF-DISTRICT TRAVEL: SUPPORT STAFF INSTRUCTIONS

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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 responsibility of the employee traveling to review and understand all the rules and requirements for travel. If the trip includes 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, 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 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

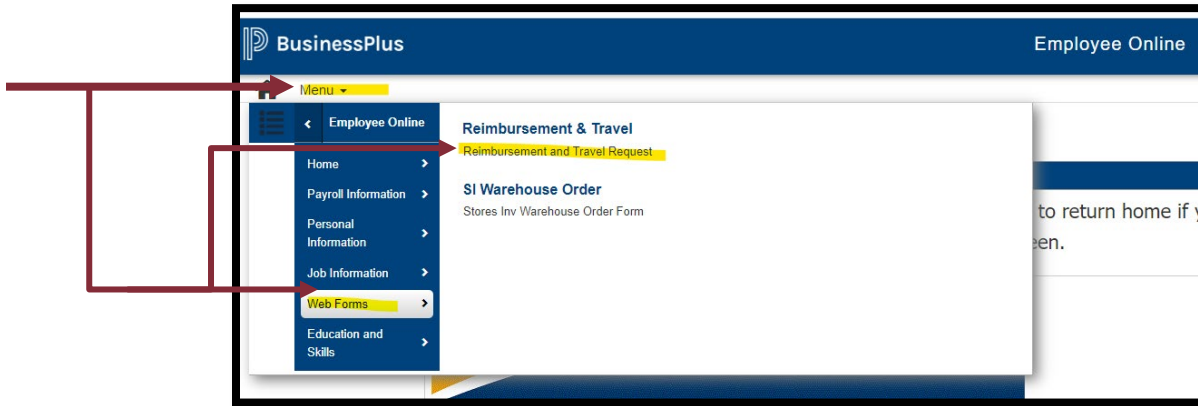
**NOTE: If a family member is traveling with an employee, the employee is personally responsible for ALL costs pertaining to the family member. Additionally, if an employee chooses to extend his or her work travel for personal reasons, the district will not pay for the expenses (e.g., hotel, meals, incidentals)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

## COMPLETING THE PRE-TRAVEL APPROVAL AND EXPENSE FORMS

### EMPLOYEE ONLINE

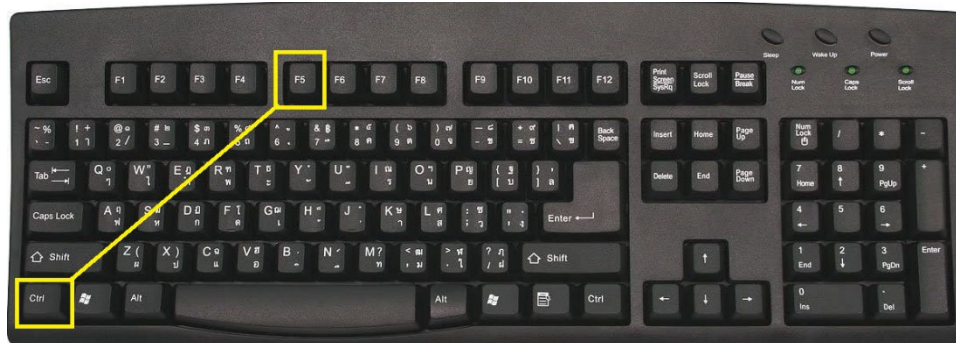
- Travel forms can be accessed in [Employee Online](#)
- Once logged into Employee Online, select Menu → Web Forms → Reimbursement & Travel Request
  - Log in a second time using the same Employee Online credentials, then the *Travel Prior Approval and Expense Reimbursement* form will open



### 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
  - If completing this on behalf of another employee, override the employee field
    - Start typing the employee's last name, and a list will begin to populate
    - Select the correct employee

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: Please enter reason for this trip

Employee

Full

Fuller, LEEANNE

Fuller, SHARON A

Fuller, MARINDA J

- 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

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

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 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

**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

Additional Justification:

Expenses		Purpose	Start Loc	End Loc	Qty/Mileage	Rate	Amount
Actions	Date	Type					
+ 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

The screenshot shows a mobile application form titled "Add Expense". The form contains the following fields and controls:

- Date:** A text input field with the placeholder "Date of Expense (leave blank for MEALS)" and a calendar icon.
- Type:** A dropdown menu with the placeholder "Select Expense Type".
- Payment Method:** Two radio button options: "To be charged to DMPS purchasing card" and "To be reimbursed".
- Purpose:** A text input field with the placeholder "Enter Expense Description or Purpose (Max Length 25)".
- GL Org Key:** A dropdown menu with the placeholder "Enter Org Key or Description".
- GL Object:** A dropdown menu with the placeholder "Enter GL Object or Description".
- Amount:** A text input field.
- Buttons:** At the bottom, there are three buttons: "CLOSE", "SAVE", and "SAVE + ADD ANOTHER". The "SAVE" and "SAVE + ADD ANOTHER" buttons are highlighted with a yellow box.

Red arrows point to the Date, Type, Payment Method, Purpose, GL Org Key, GL Object, and Amount fields. A yellow box highlights the SAVE and SAVE + ADD ANOTHER buttons.

## 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**  
Please enter reason for this trip

**Additional Justification**

**Expenses**

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

**Attachments**

Actions	Description	Document
+ ADD ATTACHMENT		

## 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**  
Please enter reason for this trip

**Additional Justification**

**Expenses**

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

**Attachments**

Actions	Description	Document
+ ADD ATTACHMENT		

**Deposit Account**

Bank	Routing No.	Account No.	Type

**PLEASE ASSESS** **RESET** **SUBMIT**

## MULTIPLE TRAVELERS

- 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

A screenshot of a form section. On the left, there is a checkbox labeled 'Copy Request?' which is checked with a blue checkmark. To the right of the checkbox is a text input field labeled 'Trip ID'. Inside the 'Trip ID' field, the text 'Trip to copy from' is visible.

## POST-SUBMISSION

- Once the travel approval is submitted, it will trigger a workflow to start in BusinessPlus
  - The workflow will first go to the office manager
- When the OM receives the travel approval workflow task, ensure an account key is included in the summary details that show in workflow tasklist
  - If no account key shows, link into the record from the task list and update each expense line using the pencil icon
  - The approval will continue to come back to in workflow until this is completed
  - Once each line has an account key included, the request will move on for supervisor approval

A screenshot of a table titled 'Expenses'. The table has four columns: 'Actions', 'Date', 'Type', and 'Purpose'. There are four rows of data. Each row has a trash can icon and a pencil icon in the 'Actions' column. Below the table is a button labeled '+ ADD EXPENSE'.

Actions	Date	Type	Purpose
	12/06/2021	REGIST	TEST
	12/13/2021	LODGING	TEST
	12/13/2021	AIRFARE	TEST
	12/27/2021	MEALS	TEST2

+ ADD EXPENSE

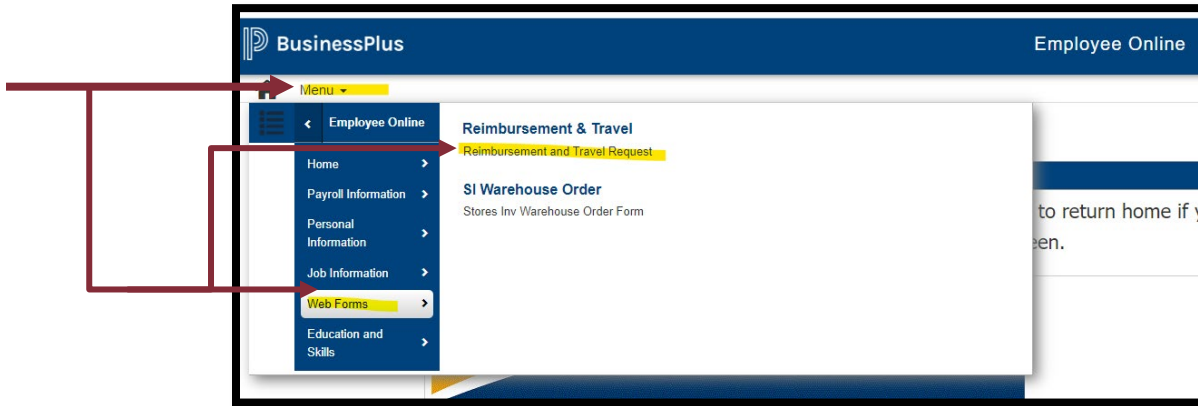
- The employee, office manager, and Accounts Payable will receive a workflow notification email from BusinessPlus showing the trip details and approval status
- Save the approval email as a PDF file with the label “travel approval + trip name”
  - Example: Travel Approval SEL Conference
- This approval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



## COMPLETING THE POST-TRAVEL EXPENSE FORMS

### EMPLOYEE ONLINE

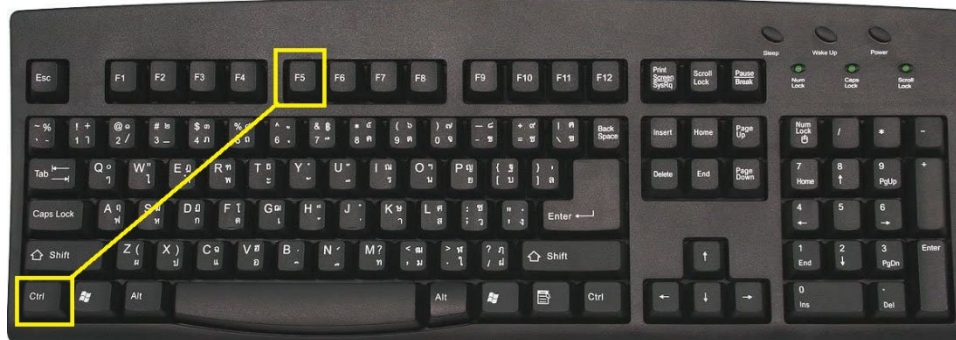
- Travel forms can be accessed in [Employee Online](#)
- Once logged into Employee Online, select Menu → Web Forms → Reimbursement & Travel Request
  - Log in a second time using the same Employee Online credentials, then the *Travel Prior Approval and Expense Reimbursement* form will open



### 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
  - Note: If submitting on behalf of another employee, override the employee field to show the correct employee's name before selecting request type

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

Employee: FULLER, LEEANNE, FULLER, SHARON A, FULLER, MARINDA J

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)

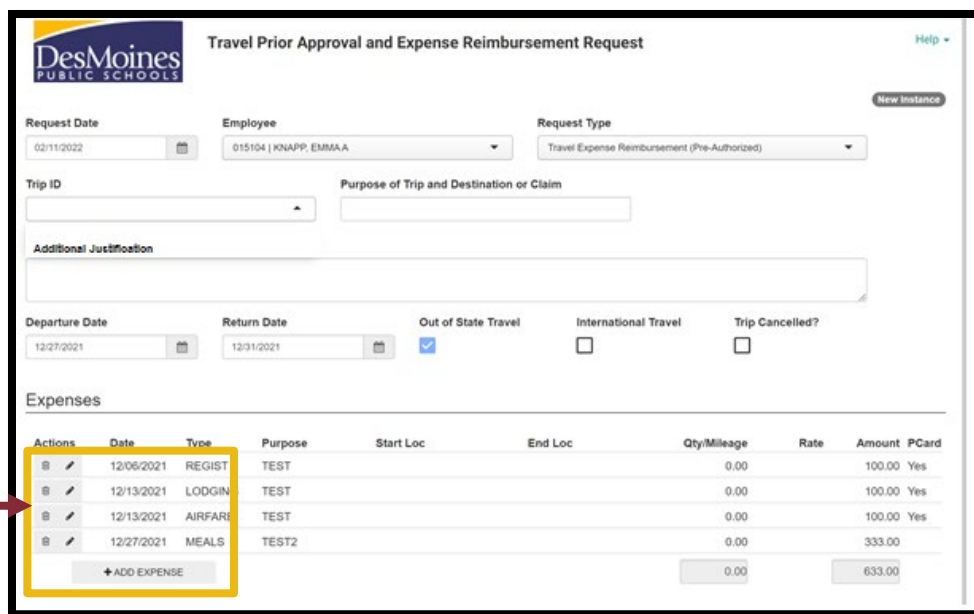
Trip ID

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 Help

New Instance

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:

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	LODGIN	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	
						0.00		633.00	

➕ ADD EXPENSE

- 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

## ATTACHMENTS

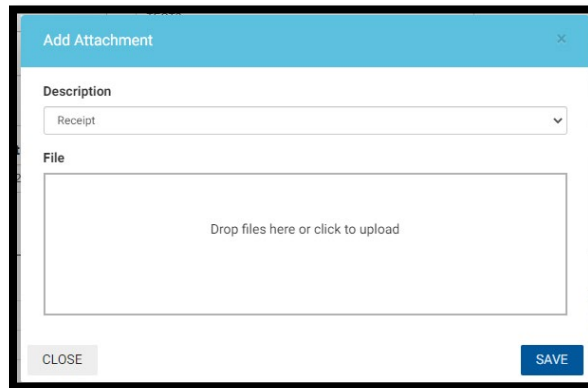
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- Use the **+ Add Attachment** to attach:
  - The trip approval email using the description *Travel Approval Email*
  - All itemized pCard receipts using the description *Receipt*



A screenshot of a table titled "Attachments". The table has three columns: "Actions", "Description", and "Document". Below the table header, there is a button labeled "+ ADD ATTACHMENT".

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



A screenshot of a modal form titled "Add Attachment". It contains a "Description" dropdown menu with "Receipt" selected. Below this is a "File" section with a large rectangular area for file upload, containing the text "Drop files here or click to upload". At the bottom left is a "CLOSE" button, and at the bottom right is a "SAVE" button.

## 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**



Two buttons are shown side-by-side. The left button is light gray and labeled "SAVE AS DRAFT" with a document icon. The right button is blue and labeled "SUBMIT" with a paper plane icon.

## POST-SUBMISSION

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- Submission of the travel expense reimbursement triggers a workflow to start in BusinessPlus
  - Just like the travel approval workflow, the expense form will initially go to the office manager role in workflow.
  - When the expense form is received, all p-Card transactions being paid from your accounts must be reconciled BEFORE it can be green check marked
  - To be able to see the submitted receipts, link into the record from the tasklist
- Following p-Card reconciliation and approval, the travel expense workflow will go to the supervisor and accounting for review and approval
- Accounts Payable will receive the workflow last and will reconcile p-Card travel transactions paid from district accounts and process any necessary reimbursements 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

