

ALL EMPLOYEES: Important Travel Reimbursement Highlights – 2016-2017

Category:

Audience: All Employees

Due Date: n/a

Meeting Date: n/a

The purpose of this briefing is to provide important Travel Reimbursement information to help employees complete forms correctly and expedite payments.

In-County Travel:

All documents are due in the Payroll Department by MONDAY, MAY 22, 2017.

Fully completed and signed documents received by May 22, 2017 will be paid by July 7, 2017.

Here are some **hints** to help you complete your forms correctly and expedite your payment:

- 1) Remember, there are two (2) mileage rates for this fiscal year:
 - a. 01/01/16-12/31/16 is \$.54 per mile
 - b. 01/01/17 to the present is \$.535 per mile.
- 2) Form FM-0148 **must be accessed on-line**, through the Payroll website or the Records and Forms Management website. You **must** use this interactive form which calculates everything (i.e., net miles, multiplies by correct mileage rate, adds tolls, parking, registration fees, etc.). If all information is entered correctly on-line, there is absolutely no human error involved in the final calculation.
- 3) You **must** use **valid SAP budget structures**.
- 4) A separate FM-0148 must be submitted for each mileage reimbursement rate, but **only submit one (1) FM-2821** for the entire packet, **per person**. Please be sure to **STAPLE** your packet together... **NO PAPERCLIPS!!**
- 5) Verify that the miles being claimed are for **actual miles traveled**, and are in compliance with M-DCPS policies and procedures.
- 6) Please be reminded of School Mail route schedules, therefore, if travel forms must be approved by the Region Center/District Office, they should be submitted to that office early enough to be forwarded to the Payroll Department by the due date of May 22, 2017.
- 7) This end-of-the-year deadline is the **only time** that In-County Travel Reimbursement requests for less than \$50.00 are accepted.
- 8) The administrator must sign **both** forms (FM-0148 and FM-2821).
- 9) For complete instructions on how to prepare your travel, please see "The Travel Policies and Procedures" manual.
- 10) Claims for expenses older than one (1) year will **not** be reimbursed.

Contact: Travel Desk (305-995-1675)

Department: Payroll Department