

## REIMBURSEMENT GUIDELINES

Time sheets are also used to calculate reimbursements for travel expenses and other approved purchases made by an employee on behalf of BHSSC. These reimbursements are recorded in the corresponding columns under the *Travel* heading on the time sheet. **Expenses need to be noted on the date line when they actually incurred.**

### MILEAGE

BHSSC encourages the use of fleet vehicles at all times for business travel. However, if you have approval to drive your own vehicle you may be eligible for mileage reimbursement.

For mileage reimbursement the *Activity/Destination Column* should identify the purpose or reason for travel as well as your destination (city). The total number of miles for which you are claiming reimbursement should be entered in the *Miles* column. Mileage will be calculated and reimbursed at the rate set at the BHSSC's annual meeting in July.

### PER DIEM

**You may be eligible for per diem ONLY if your travel includes an overnight stay.** The rates for in-state and out-of-state per diem are available below, along with guidelines for corresponding departure and return times (be sure to use a colon to separate hours and minutes, i.e. 10:45 PM). The dollar amount of your per diem request should be placed in the *Per Diem* column.

#### In-State Per Diem: \$26.00 per day

MEALS	LEAVE BEFORE...	RETURN AFTER...
Breakfast \$ 5.00	5:31 am	7:59 am
Lunch \$ 9.00	11:31 am	12:59 pm
Dinner \$ 12.00	5:31 pm	7:59 pm

#### Out-of-State Per Diem: \$36.00 per day

MEALS	LEAVE BEFORE...	RETURN AFTER...
Breakfast \$ 8.00	5:31 am	7:59 am
Lunch \$ 11.00	11:31 am	12:59 pm
Dinner \$ 17.00	5:31 pm	7:59 pm

To receive per diem, your time sheet must include the time you left in the *Depart Column* and the time you returned in the *Return Column* (using AM or PM as appropriate). The *Destination* and *Lodging* columns also needs to be filled out to receive per diem. If meals were included in conference registration and you chose to purchase a meal elsewhere or if someone else purchased your meal, you are not eligible for Per Diem reimbursement. **When attending a conference attach the itinerary to your time sheet.**

### LODGING

An overnight stay must be documented in the lodging column. If you paid for your lodging, put the amount you paid for each nights lodging in the *Lodging* column and attach the **original itemized** receipt from the motel showing paid. If your lodging was billed directly to BHSSC, put a DB (direct billed) **and** the name of the hotel in the lodging column. If you direct billed your lodging and received a receipt for lodging, submit it to your fiscal manager immediately (**do not turn in with your time sheet**). If you stayed with family or friends, or lodging was provided for you, note that in the *Lodging* column.

### REIMBURSE

Reimbursement for other travel expenses, such as cab fare or airport parking will be made with **original receipts** only. Note the dollar amount of your request in the *Reimburse* column and attach the original receipt to your time sheet.

Purchases from established vendors (vendors that have existing accounts with BHSSC) should be made with a PO and not paid for by the employee. The use of a PO avoids payment of state sales tax and may offer additional business discounts on the purchase.

Requests for other pre-approved expenses should be entered in the *Reimburse* column on the date they were incurred, and the **original itemized receipts** attached to your time sheet. Justification must be noted on the receipt.

If you are claiming reimbursement for meals purchased for a meeting, the program and the initials of the participant(s) at that meeting must be written on the itemized receipt or you may attach a list of participants. The amount of the reimbursement requested goes in the *Reimburse* column and the **original itemized receipts** must be submitted with your time sheet.

Total the *Reimbursement/Lodging/Per Diem and Miles* columns. Calculate your total reimbursement requested and enter it in the box at the bottom (**electronic time sheets will automatically calculate**). Sign your time sheet and attach your original receipts for reimbursement prior to submitting to your fiscal manager. See **"Timesheet Samples for Reimbursements"** for more clarification.

If you have questions about travel reimbursements, contact your fiscal manager or the accounts payable clerk, Laura in the Business Office in Sturgis, 605-347-4467 ext 230, or [lfossen@tie.net](mailto:lfossen@tie.net).