Travel Payment Detail Instructions

Complete the Travel Payment Detail form as timely as possible and/or within 30 days of travel. If you have two or more trips planned within a two-week period, please combine them on one travel voucher. This will eliminate the processing of small reimbursement warrants.

The travel payment detail form can be found in Excel by using the menu bar and selecting File \ New \ General \ Templates \ DHS \ TravelVoucher.xlt.

The following information is required to be entered:

1. Name: Please include your full name.
2. Date: This field is date formatted; please enter the applicable "mm/dd/yyyy".
3. Employee ID Number: This is your 6 digit employee number (formerly Social Security Number was required … please do not type in your SSN).
4. Return Date: If multiple dates of travel are on one detail form, "see below" is sufficient.
5. Advance: Leave blank. It is not the policy of the department to approve advances.
6. Expense: Please enter an "X" or a "√" check mark to indicate an expense.
7. License No.: Please enter your personal and/or the state vehicle (if multiple dates of travel, include license number with the detailed description of travel).
8. Home Station: Enter the City/Town that is your home station.
9. Expense Information:
   a. Date: Enter the date of travel including the departure date and the retun date
   b. Description of Travel: Enter the detailed description of travel (see example).
   c. Time (Leave & Return): Enter the applicable times. Please include AM and PM. Note: these fields are time formatted, therefore, 8:00 = "8:00 AM"; 12:00 = "12:00 PM"; 17:00 = "5:00 PM"; 24:00 = "12:00 AM" and etc.
   d. Auto Miles: If you utilize a private vehicle, the shortest direct route to destination **MUST** be taken (include odometer readings in description of travel and a justification for excessive mileage, if applicable). If you deviate from the shortest direct route, you will not be reimbursed for the miles that occurred from the longer route.
   e. Trans. Cost: If you utilize a private vehicle or air fare is paid by the traveler (see the current DHS Employees Travel Rates for mileage rates. You **MUST** attach the high mileage approval if claiming the high rate. You **MUST** attach air line tickets even if you are not claiming reimbursement.
   f. Meals: See the DHS Employee Travel Rates for the per diem amounts that are reimbursable. If a meal is included in the conference registration fee you **may not** claim that meal for reimbursement. The conference agenda **MUST** beattached.
   g. Lodging: The amounts from hotel/motel receipts, including tax (see DHS Employees Travel Rates for maximum reimbursement. Any additional charges to the room will not be reimbursed except work related phone calls, which should be added to the detail form as a miscellaneous expense. Internet access may also be reimbursed, but you should have your supervisor's approval. The original itemized receipt must be attached.
   h. Misc. Expense: Allowable miscellaneous expenses associated with your state business travel. All receipts **MUST** be attached except taxi fare receipts that are under $5.00 for one way transportation.
10. Column Subtotals: The excel template will calculate these cells automatically.
11. Grand Total: The excel template will calculate this cell automatically.
12. Apply to Advance: This field should be left as "$0.00".

13. Amount Reimbursable: The excel template will calculate this cell automatically.
14. Purpose of Travel: If there were multiple dates of travel, include purpose with each description in the above detail of travel.
15. Claimant Signature and Date: Only an original signature will be accepted.
16. Authorization Signature and Date: Only the Supervisor's original signature (or applicable Division Director's signature) will be accepted. Staff that have another person, who does not directly supervise them, will have the Travel Payment Detail form returned to them.
17. Reminders:
    - Odometer readings **MUST** be recorded on Travel Payment Detail if using private vehicle.
    - High mileage approval **MUST** be attached to Travel Payment Detail if claiming the high mileage rate.
    - Air line tickets **MUST** be attached.
    - Meals included with registration fee **will not** be reimbursed as a per diem. If the meals included in the registration exceed the per diem you will only be allowed overage on one meal per day. If you have a registration fee you are seeking reimbursement for that was at your home station and it included a meal you will not be reimbursed for the meal. Also, per diem meal amounts **MUST** be entered on the detail for each day, i.e. **do not** lump the entire four (4) day trip together as one amount.
    - Federal income tax and OASI will be deducted from meals that are not overnight.
    - All conference, workshop and seminar agendas **MUST** be attached.
    - Attach original itemized lodging receipts or other miscellaneous receipts to the Travel Payment Detail form. Any additional charges to the room that are not associated to our state business **will not** be reimbursed. For example, personal phone calls, in room movies, or any 'bar' charges.
    - Attach all Out-of-State travel authorizations.
    - No tips will be reimbursed.
    - Only original signatures will be accepted.
    - If you are not claiming a meal or lodging when your dates and/or times indicate you are entitled, please include a note as to why you have not requested reimbursement. For example, "Not seeking reimbursement for room on mm/dd/yyyy, because I stayed with my parents".

After you have correctly completed your Travel Payment Detail form and have obtained the required signatures, please submit to Mary Neyhart, Senior Claims Clerk at DHS Office of Budget & Finance in Pierre for processing. Incorrect travel payment details will be returned to the claimant for required corrections and/or additions and will ultimately delay reimbursement to the employee.

The Department of Human Services puts a high priority on processing travel reimbursement claims. The process can be completed as timely and efficiently as possible if every employee and supervisor completes the form accurately with all the required elements as delineated above.

If you have questions you may contact Lloyd Johnson, Asst Director Budget and Finance, at (605) 773-5997 or via e-mail. Also, if there are any comments, concerns, or etc., you may also contact John T. Hanson, Director of Budget & Finance.