

Title II Conference Travel Reimbursement Instructions for Submitting Required Documentation

It is important that you read and follow all these instructions in order to receive your reimbursement.

1. The second page of this document is the “Travel Summary Form.” You will need to complete the form.
 - a. Complete one line for each day of travel.
 - b. Be sure to include a.m. and p.m. in your departure and arrival times.
 - c. You only need to complete the “Miles” column if you are requesting mileage reimbursement.
 - d. There is a sample form attached to the email for your reference.
2. Gather copies of all your receipt documentation for your travel. This can include, but is not limited to, receipts for hotel, rental car, gas, parking fees, tolls, etc.
 - a. Receipts are the only acceptable form of documentation. Credit card statements, reservation confirmation emails, etc. are not acceptable forms of documentation.
 - b. All receipts must be itemized receipts.
 - c. In addition to receipts, you will also need to provide a copy of the conference program.
 - d. Please do not send any food receipts as those costs will be calculated using the state travel policy guidelines.
3. There is a W-9 form available on the [Travel Reimbursement website](#). You will need to complete it.
 - a. It **must** be completed with [the participant’s information](#).
 - b. W-9s with school information or a school AND participant information will not be accepted.
 - c. If you choose to print the form and fill it out by hand, you must scan it and submit a scanned copy. *Photos of the forms will not be accepted by finance.*
4. If you are requesting mileage reimbursement, you must also send a copy of a Google Map inclusive of departure address, destination address, and number of miles.
 - a. This can be a one-way map. The mileage reflected will be doubled so as to include the return trip.
 - b. It does not need to include the image of the route; it can be the directions only.
 - c. **It must include both the departure address and destination address, as well as the number of miles driven one way.**

Once you have completed the two forms and gathered copies of all required documentation/receipts, scan the documents into only **ONE** file and title it as follows: FirstName_LastName_ConferenceName (ex: John_Smith_SLC). You will use this link to complete the secure submission:

<https://forms.gle/Udx1yndM687F9yX3A>.

Participant Name: _____

Conference Name: _____

Date (mm/dd/yy)	Departure Location	Departure Time	Arrival Location	Arrival Time	Miles*	Meals Requested ('X' all that apply)		
						B	L	D

Instructions:

- Please complete one line for each day of travel. If your travel was only one day, complete one line for the initial trip and one line for the return trip.
- If requesting mileage reimbursement, a Google Map inclusive of departure address, destination address, and number of miles is required.
- Meals will be reimbursed at the FLDOE approved rates. No receipts are necessary. Meals included in the conference registration are not reimbursable.
- Place an 'X' in the box for each meal reimbursement being requested.

***only required if requesting mileage reimbursement**