# 10/05/2020

# Financial Forms Instructions

# OVERNIGHT TRAVEL REQUEST

* Fill in all requested info on form.
* ESTIMATED EXPENSES: These are items that will be reserved and/or paid for in advance. They REQUIRE A PURCHASE ORDER REQUEST. Fill out separate PO Requests for Registration Fees, Lodging, Rental Car & Airfare.
* REIMBURSEMENT AFTER TRAVEL: These are estimates only so your Program Director knows a ballpark figure of what this trip is going to cost.
* Attach supporting documents with PO Requests (flyers for conference registration, hotel info, rental car, airfare or anything with useful info to help make your travel arrangements).
* If flying, fill out FLIGHT FORM.
* Submit Overnight Travel Request, along with the PO Requests, to your Program Director for approval & signature.
* Once approved, they are submitted to Shelly to create PO. She will get final required approval & signatures.
* Tonya will handle all registrations & make all reservations. When complete, she will create a folder with your itinerary & confirmation info. Allow 2 weeks for this process.

# TRAVEL VOUCHER REIMBURSEMENT

* Complete this form upon returning from overnight travel, for any EXPENSES THAT ARE TO BE REIMBURSED TO YOU. You must ATTACH ALL ITEMIZED RECEIPTS for documentation. We WILL REIMBURSE TAX ON MEAL ITEMS ONLY.
* This form REQUIRES you to indicate dates, departure & arrival times.
* This form REQUIRES your SIGNATURE, PROGRAM NAME / # and GL #, SIGNATURE OF YOUR PROGRAM DIRECTOR.
* Once approved, they are submitted to Shelly to process the check & obtain signatures.
* A check will be placed in your mailbox. Allow 2 weeks for this process.

# MILEAGE REIMBURSEMENT – Due by the 10th of the following month

* Fill in all requested info on form.
* This form REQUIRES your SIGNATURE, PROGRAM NAME / # and GL #, SIGNATURE OF YOUR PROGRAM DIRECTOR.
* Once approved, they are submitted to Shelly to process the check & obtain signatures.
* A check will be placed in your mailbox. Allow 2 weeks for this process.

# PURCHASE ORDER REQUEST

* Fill in all requested info on form.
* VENDOR NAME & ADDRESS: This is who the check is made out to, along with their mailing address.
* VENDOR WEBSITE ADDRESS: This is if the order needs to be placed online (such as a registration).
* VENDOR LOGIN & PASSWORD: This is so Tonya can place the order.
* VENDOR PHONE # & FAX #: Especially if a new vendor or if info needs to be faxed.
* If New Vendor
* Honor Tax Exempt
* On KPC Bid List
* Know our terms (Accept Check – paid within 30 days of receipt of invoice after material received)
* Get a W9
* This form REQUIRES the REQUISITIONER’S NAME, PROGRAM NAME & NO & GL #.
* Attach supporting documents showing pricing (emails, quotes, etc).
* Make sure you are including shipping charges
* Include all information required to place order (discount codes, food delivery/pickup, etc)
* This form REQUIRES the SIGNATURE OF YOUR PROGRAM DIRECTOR.
* Once approved, they are submitted to Shelly to create PO. She will get final required approval & signatures.
* Tonya is responsible for ordering all materials. Allow 2 weeks for this process.

**REMINDERS**

* Get an itemized receipt for ANY expenses you incur for NKCES (food orders, hotel, parking, baggage, etc)
* We are a tax exempt organization
* Kentucky hotels should not be charging you state tax. Check your receipt BEFORE you leave the hotel. It is the traveler’s responsibility to have the tax removed.
* If you cancel a trip for ANY reason, notify Shelly so she can cancel the corresponding PO’s for hotel, airfare & registration.
* Please be aware that if any of the information is missing on any of these forms, it can delay the process an additional week or more while we wait on that needed info.

I have received a copy of the NKCES Financial Forms Instructions and understand and agree that I am to review this information in detail. I am to consult the NKCES Board Policies and Procedures and/or contact my supervisor if I have any questions concerning its contents.

I understand and agree that these instructions are intended as a general guide to the NKCES Financial Policies and Procedures and are not intended to create any sort of contract between the NKCES and any one or all of its employees.

I understand and agree that an approved Purchase Order authorizes an employee to spend funds on behalf of the organization. If I make a purchase or sign a contract without an approved Purchase Order, I understand I could be held financially responsible for the transaction.

I understand that as an employee of the NKCES I am required to review and follow these instructions, which support the NKCES Board Policies and Procedures and I agree to do so.

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Employee Name (please print)

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Signature of Employee Date

Return this signed form to Shelly Cobb.