

## **STAFF TRAVEL REIMBURSEMENT PROCEDURE**

As part of their job responsibilities, many LEARN employees are required to travel to places other than their primary location of employment. When this occurs, LEARN reimburses employees at a level established on June 30 based on current Internal Revenue Service (IRS) rate.

The following provides some general procedures for receiving travel reimbursement each month:

1. Only travel beyond the drive to and from work each day is reimbursed. Each employee has a primary location to which he or she reports each day. Travel from that point to other locations required as a part of one's job is eligible for travel reimbursement.
2. Primary locations. Some employees travel to a variety of places within a given month. In those situations, a primary location will be determined by the employee's supervisor.
3. Travel to a location other than the primary location. When an employee is required to travel directly to such a location, the distance to and from the employee's primary location is subtracted from the total distance traveled to determine the number of miles eligible for reimbursement.
4. LEARN travel forms are to be filled out and forwarded to one's supervisor within 30 days of the end of the month in which travel occurred. PLEASE NOTE: June vouchers must be submitted no later than June 25<sup>th</sup> for payment. Payment will be made by the second pay of the month if vouchers are submitted by the Monday of pay week. Reimbursement for travel is issued through payroll.

PLEASE NOTE: June vouchers MUST be submitted no later than JUNE 25<sup>TH</sup> for payment.