



MILEAGE REIMBURSEMENT FOR OFFICIAL IN-COUNTY TRAVEL PROCEDURE (ACC-P006)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for receiving mileage reimbursement for official in-county travel.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Accounting Section

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 Employee completes In-County Travel Form (ref. [ACC-F004](#)).
- 5.2 Form is forwarded to Supervisor for approval.
- 5.3 Supervisor signs and forwards form to Program Manager/Department Head (if other than supervisor) for approval.
- 5.4 Program Manager/Department Head assigns account code, signs form and forwards to the Accounting Section for payment (ref. [ACC-P001](#)).
- 5.5 Form is reviewed by accounting associate for accuracy and completeness and corrected if necessary.
- 5.6 Check is issued on a weekly basis and forwarded to employee.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 In-County Travel Form ([ACC-F004](#))
- 6.2 Accounts Payable ([ACC-P001](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
In-County Travel Form	Current & previous fiscal years kept in Accounting Office, then moved to storage areas	6 years	Recycled	Secured building, vault & storage room



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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/12/04		Initial Release
12/10/04	A	Correct title, remove "if required" in 5.3 and add accounting associate in 5.5, revise flowchart
10/29/08	B	Update 5.2, 5.3 & 5.4 to reflect form requirements, revise flowchart

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of procedure *****

Mileage Reimbursement for Official In-County Travel Flowchart

