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**Travel Reimbursement Procedure (APAR-P006)**  
Milford Public School District

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**1.0 SCOPE:**

- 1.1 This procedure describes the process in which the Accounts Payable/Accounts Receivable Department processes travel reimbursements in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

**2.0 RESPONSIBILITY:**

- 2.1 Chief Operations Officer

*Approved Signature on File*

**3.0 APPROVAL AUTHORITY:**

- 3.1 Business Office Manager

Signature \_\_\_\_\_

Date \_\_\_\_\_

**4.0 DEFINITIONS:**

- 4.1 AP – Accounts Payable

**5.0 PROCEDURE: -**

- 5.1 AP is in receipt of an approved Mileage Report.
- 5.2 AP completes a Check Request Form (APAR-F003).
  - 5.2.1 AP works up the request and initials the form.
- 5.3 AP files the Check Request Form with Mileage Report in the to be paid file.
- 5.4 On a weekly basis AP will pay check requests for mileage.
  - 5.4.1 AP uses the AS-400 system to log in the vendor # and name, invoice number, address, account code, amount to be paid.
- 5.5 Mileage Payment is completed using the same procedure as payment for a purchase order, see APAR-P011.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Mileage Report Form (APAR-F002)
- 6.2 Check Request Form (APAR-F003)

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Mileage Report, copy of check, and Check Request stapled together	Accounts Payable Files	5 years	Discard as desired	Locked Office

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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
05/04/2004	B	5.5-Change from APAR-F001 to APAR-P011
10/04/2004	C	Change title to Deputy Superintendent of Operations in 2.0
04/25/2005	D	Change title in 3.1
12/07/2015	E	Change title to Chief Operations Officer in 2.0

\* \* \* E n d o f p r o c e d u r e \* \* \*