

# CADPAAC TRAVEL EXPENSE CLAIM FORM COMPLETION INSTRUCTIONS

## **WHO MUST FILE A CLAIM**

ALL CADPAAC Administrators or designees who attend any CADPAAC approved conference, meeting or workgroup, in which expenses are incurred and paid on behalf of the Administrator to a third party vendor (i.e., monthly Executive Committee, Quarterly Meetings, approved workgroups/committee meetings) must file a claim.

Both travel claim formats, electronic and manual, are on the CADPAAC website. For your convenience and for clarity, the forms can be completed online and printed for submission. It is recommended that you save these forms for future use.

## **ELECTRONIC FORM**

The electronic version contains several formulas, calculations, entry selection drop downs and gray shaded boxes that make completing the form faster and easier. DO NOT try to put any information in a “gray shaded” box. If you want a copy of the form to travel with or to complete by hand, it is recommended that you print the manual format because it does not contain any formulas, calculations, entry selection dropdowns and gray shaded boxes.

## **MANUAL FORM**

The Manual version **DOES NOT** contain any of the formulas, calculations, entry selection dropdowns and gray shaded boxes. **NOTE: You will need to do all of the computations and fill in all of the boxes should you elect the manual form.**

## **INSTRUCTIONS:**

Complete payee name, street, city, zip code, contact phone number, name of the meeting or committee attended, date(s) of your attendance and location of the meeting. **HINT: You may want to fill in areas of the form (Payee Name, Street, City, etc.) that you know will NOT be changing, prior to saving a copy. This will help speed future input.**

## **RECORD YOUR EXPENSES IN THE PROPER COLUMN:**

1. If the expense being paid will be reimbursed to the administrator or to the county for expenses incurred by the administrator, then the expense will be entered on the administrator side of the form.
2. If the expense is being paid to a vendor by CADPAAC for an expense incurred by the administrator, then the expense is entered on the CADPAAC direct charge side of the travel claim form.

**CADPAAC  
TRAVEL EXPENSE CLAIM FORM  
COMPLETION INSTRUCTIONS**

**TRAVEL EXPENSES:**

**A. Commercial Transportation:**

Enter, in the appropriate column, the amount of commercial transportation (air, rail, rental, etc.) in this box. The amount entered will automatically add to the TRAVEL EXPENSE SUBTOTAL box below. Attach receipts.

**B. Privately-owned Vehicle:**

Enter number of miles driven. Current mileage rate is \$0.50 per mile. The mileage amount to be reimbursed will be automatically computed and entered in the appropriate "Administrator" box. No receipts required.

**C. Parking:**

Enter, in the appropriate column, the amount of parking fees in this box. The amount entered will automatically add to the TRAVEL EXPENSE SUBTOTAL box below. Attach receipt if \$10.00 or more.

**D. Airport Shuttle, Taxi, Gas, etc.**

Enter, in the appropriate column, the amount paid for airport shuttle, taxi, gas, etc. in this box. The amount entered will automatically add to the TRAVEL EXPENSE SUBTOTAL box below. Attach receipt.

**E. Other – Prior Approval (admin, supplies, postage, internet)**

Enter, in the appropriate column, the amount of other expenses in this box. The amount entered will automatically add to the TRAVEL EXPENSE SUBTOTAL box below.

**PER DIEM:**

Partial day Per Diem may be claimed for:

- Meals and lodging expense in excess of full 24 hours.
- Breakfast and/or dinner on one-day trip, where departure is required before 6 a.m. or return is after 7 p.m.
- No reimbursement for incidentals allowed on 1 day trips.

Insert the date you departed. (mm/dd/yy)

Insert the time you departed (hh:mm) followed by "A" if you left before noon and "P" if you left after noon.

**CADPAAC  
TRAVEL EXPENSE CLAIM FORM  
COMPLETION INSTRUCTIONS**

In the first box of the per diem grid enter the first date for which you are claiming meeting expenses (mm/dd). The subsequent days will fill in automatically and appear in the boxes to the right.

Select the amount from the drop down box if you are claiming the standard amount. Fill in the amount that you are claiming if other than the standard amount. The amount entered will be automatically added to the "TOTALS" cell at the bottom of each date column and added to the line total at the far right.

In the per diem subtotal block, in the CADPAAC DIRECT column, manually place the total of any per diem expenses from the grid that are being billed to or paid by CADPAAC directly to another vendor, and enter the amount here. This is usually for meals provided at the Quarterly Meetings, Executive Committee or other meetings paid for by the association.

**LODGING EXPENSE:**

Enter, in the appropriate column, the hotel costs claimed. You will not be reimbursed for lodging costs incurred above the state rate for the area in which you are staying.

The Subtotal Payable columns will total automatically in both columns.

The TOTAL AMOUNT CLAIMED calculates automatically.

**BE SURE TO SIGN AND DATE YOUR CLAIM AND INCLUDE ALL OF THE REQUIRED RECEIPTS.**

\*\*\*\*\*REMEMBER\*\*\*\*\*

**ALL ADMINISTRATORS MUST COMPLETE A CLAIM IF THERE ARE ANY TRAVEL EXPENSES INCURRED BY THE ADMINISTRATOR/DESIGNEE THAT ARE PAID BY CADPAAC TREASURER DIRECTLY TO A VENDOR, (ie., QUARTERLY OR EXECUTIVE MEETING LODGING AND MEALS) EVEN IF YOU DO NOT HAVE A REIMBURSEMENT DUE.**