

Dear Faculty and Staff –

We have received some valuable feedback on the travel form which is why we sending out this update and attached revised form and policy. You can also find the policy and form at:

<https://www.doane.edu/about-doane/offices/business-office/12667>

We welcome continued feedback as our desire is to produce a usable process for you, while still meeting all federal regulation requirements and reducing taxes where we can.

Here are some of the changes since our last e-mail:

- If you need help determining your mileage, we suggest you utilize map quest or google maps. You are not required to print and attach that documentation
- Credit card receipts are separate from the reimbursement form. Instructions on how to upload documents can be found on the link above.
 - When uploading receipts to the JP Morgan Website it is vital that descriptions be entered. Failing to do so may result in expenses being treated as taxable income by the IRS. Please enter descriptions! Below is an example of what to provide on the description if you had lunch while at a conference.
 - Example of good description: Attending Student’s Learning Conference
 - Example of bad description: lunch
- A place to input General Ledger codes has been added if the default ones do not meet your needs.
- If you travel with students, please complete the second page. If not please print only the first page.
- We have removed the color to save costs.
- We ask that you print the form landscape on 8 ½ x 11 paper as printing portrait results in print that is too small.
- All travel reimbursement must be approved by your supervisor. Until we have a better tool (like DocuSign or some other software), you will have to print or route that approval via email.
- Cars reserved with Credit Cards do not need the insurance sold by the car rental companies. Our Credit Cards provide the coverage needed on all rentals.

Unless it is substantial and needs to be explained, future improvements to the form and policy will be updated directly to the website. Therefore, we suggest you not stockpile forms but just download the interactive forms as you need them.

Thanks!

Doane Business Office