Travel Allowance / Mileage Reimbursement and Missed Meal Allowance Procedures

Travel Allowance/Mileage Reimbursement
A classified employee who is not on-call, whose regularly scheduled shift has ended, and who has gone home may be entitled to mileage reimbursement under all of the following conditions: (1.) the employee must be called back to work, (2.) AND arrived at home before their next regularly scheduled work shift, (3.) AND have been required to return to work.

Missed Meal Allowance
A classified employee, who is not on-call, and who is unexpectedly required to work two (2) or more hours beyond their scheduled shift end without a break in service, may receive a missed meal per diem payment. If the employee receives compensation through a meal card, chooses to work over their regular shift end, or is provided a meal, they are not eligible for this payment.

Eligibility
To be eligible for the travel allowance /mileage reimbursement or a missed meal allowance, the classified employee must have obtained prior supervisory approval before driving back to work or working beyond the regularly assigned shift, or working beyond their regularly scheduled shift, and complete the appropriate worksheet, reimbursement form, and current timesheet.

All signed and approved documents, must be submitted to the Business Center HR contact during the regular timesheet collection process, but no later than 60 days from the date that the expense was incurred. Documents submitted without employee and supervisor signatures, will not be considered to be approved, and cannot be processed.

Reimbursements
Payment for a travel allowance /mileage reimbursement or a missed meal allowance will be paid through Accounts Payable, not added to an employee’s regular Payroll. Notations of travel or mileage on a timesheet cannot be reimbursed without the Mileage Allowance Worksheet.

Please note: reimbursements made for travel/mileage and missed meals are taxable under the Federal Tax code. Required taxes will be withdrawn from the next pay check following the reimbursement.
**EMPLOYEE INSTRUCTIONS for the Mileage and Missed Meal Allowance Worksheet**

Complete the Mileage and Meal Allowance Worksheet. At the top of the worksheet complete each section including: the pay period, name, OSU ID#, position number, and department.

**For Mileage Reimbursement**, complete the Mileage and Meal Allowance Worksheet:

1. Under Actual Hours Worked, fill in the **start and end time** of the date that the work was performed.
2. Under Mileage, fill in the **actual number of miles driven one-way and the number of trips driven**. (The worksheet will total the miles and calculate the dollar amount at the allowed rate of reimbursement.);
3. Are you also requesting a missed meal allowance reimbursement?
   a. If YES, skip to the next section- ;
   b. If NO, continue to #4;
4. Sign the worksheet and the timesheet;
5. Submit the signed worksheet and the timesheet to your supervisor;

**For a Missed Meal Allowance**, complete the Mileage and Meal Allowance Worksheet:

1. Under Missed Meal Allowance, in the first box, fill in the original hours originally scheduled to work, next fill in the actual hours worked for each you are requesting reimbursement.
2. Sign the worksheet, and the timesheet;
3. Submit the signed worksheet and the timesheet to your supervisor;

**SUPERVISOR INSTRUCTIONS for the Mileage and Missed Meal Allowance Worksheet**

For classified employee Mileage Reimbursement requests:

1. Verify the employee was preapproved to return to work and was called back to work;
2. Verify the time worked on the timesheet and the Actual Hours worked listed on the Missed Meal Allowance Worksheet to ensure they match;
3. Verify that the Mileage listed is in alignment with the employee’s trip from their home to the work location;
4. Check to see if the employee is requesting a missed meal allowance reimbursement,
   a. if YES, skip to the next section- ;
   b. if NO, continue to #5;
5. Sign the worksheet, and the employee’s timesheet;
6. Turn in the worksheet and the employee’s timesheet to the business center HR contact during the regular timesheet collection period.

For classified employee Missed Meal Allowance reimbursement requests:

1. Verify the employee was preapproved to return to work and was called back to work;
2. Verify the regularly scheduled time, under Missed Meal Allowance on the Missed Meal Allowance Worksheet;
3. Verify the time worked on the timesheet and the actual hours worked under Missed Meal Allowance on the Missed Meal Allowance Worksheet to ensure they match;
4. Sign the worksheet and the employee’s timesheet;
5. Turn in the worksheet and the employee’s timesheet to the business center HR contact during the regular timesheet collection period.
Travel Allowance / Mileage Reimbursement and Missed Meal Allowance Procedures

INSTRUCTIONS for Business Center, Human Resources:
When the timesheet and worksheet are received during the regular timesheet collection process or within 30 days from the date the expense was incurred, please process in accordance with the details listed below.

1. Confirm that the current timesheet and the worksheet are both present.
2. Verify the employee’s name, position number, OSU OD #, and Org/Dept Name.
3. Verify that both employee and supervisor signatures are present on both forms.
4. Verify that the requests are within 30 days the time the employee incurred the expense.
5. Compare the hours listed on the timesheet with the hours listed on the Mileage and Meal Allowance Worksheet, under:
   a. Actual Hours Worked and
   b. Missed Meal Allowance.
6. Check to ensure that the mileage information is alignment with your expectation.
7. Verify that the employee worked the day(s) and time(s) reported where a meal was missed.
8. Process the employee’s timesheet as you usually would.
   a. Notations do not need to be made on the timesheet, such as OCS to claim mileage.
9. If corrections or adjustments are not required, attached the Mileage and Meal Allowance Worksheet to the Reimbursement Form.
10. Submit the Reimbursement Form and attachment to the Business Center Finance/Payroll contact.
11. If corrections or adjustments are required, notify the supervisor of the inconsistency found and time frame to resolve the inconsistency,
   a. Remind the supervisor of the maximum of 30 days to submit and process the requests.
   b. When documents are corrected and re-submitted, start from the beginning of the audit process.

INSTRUCTIONS for Business Center, Finance/Payroll:
When the timesheet and the worksheet are received during the regular timesheet collection process or within 30 days from the date the expense was incurred, please process in accordance with the details listed below.

1. Review the timesheet and worksheet for employee and supervisor signatures.
2. Verify that the forms are complete and have all required information.
3. Verify that the reimbursement period has not elapsed.
4. Print a reimbursement request form.
5. Insert the information at the top of the reimbursement form, including:
   a. Copy over the employee information from the timesheet, worksheet, or the PYIVERI screen in BANNER, and
   b. Check the PPAIDEN screen in BANNER to verify the address
Reimbursement Form

1. At the top of the reimbursement form, under Business Purpose enter the purpose as Travel Allowance or Missed Meal Per Diem and enter an Invoice Number to assign the request as the employee’s last name and the month and the year the reimbursement is being requested for.
   a. Ex: Beaver 12/11

2. In the Description of Expenditures section, complete:
   a. the Date field as the month the mileage was traveled or meal was missed;
   b. the Vendor Name as the employees name;
   c. the Item(s) Purchased as Mileage Reimbursement or Missed Meal Per Diem and the total number of miles requested
   i. Mileage Reimbursement – 96 Miles; or
   d. the Item(s) Purchased as Missed Meal Per Diem and the time that each meal was missed separately
   i. Ex: Missed meal per diem 5 pm.
   ii. Enter the amount for that meal period ($13 or $26) as the total amount the reimbursement should be made for.
   e. enter the Amount as the total amount the payment for each Expenditure;
   i. Ex.:Miles times the current rate (OUS Summary of travel and Transportation Rates @ http://www.ous.edu/dept/cont-div/fpm/trav-95-100#.710), or
   ii. Ex. Missed Meal amount for that meal period ($13 or $26).

3. In the bottom section, above the Claimant’s Signature, enter:
   a. the Date as the month that the miles were driven or meal missed;
   b. the Index as indicated either on the corresponding timesheet or in Banner NBAJOBS at the time
      of that pay period for each expenditure; and
   c. enter Account Code “28502” for Meals and/or Account Code “39712” for Mileage and the total
      of the pay for each expenditure.
   i. If the labor is split among more than one index, calculate the correct percentage of the total
      reimbursement requested and enter each index with the appropriate amount to
      be charged on that index.

4. In the Claimants Signature line, state SEE ATTACHED

5. In the Budget Authority Signature line, again state SEE ATTACHED

**Timeframe of Payment**

To conclude the Business Center Payroll unit roll, the BC Payroll contact submits the reimbursement request form to Accounts Payable on behalf of the Business Center customer. Accounts Payable may take up to a week to establish a vendor account. Accounts Payable will reimburse the employee by mailing a check to the employee’s current mailing address list in BANNER. If the employee has a vendor account with direct deposit, the reimbursement can be directed deposited, or establish a direct deposit account with Accounts Payable by completing the (insert form name). Please note, that direct deposit from Accounts Payable is a separate account then OSU Payroll direct deposit. Each direct deposit type is specific to Accounts Payable or OSU Payroll and cannot be used for a purpose not designated to that unit.