Effective Date: July 1, 2010
Supersedes: Procedure 3.3 dated July 15, 2006
Applies To: System Office and Colleges
Procedure Responsibility: Accounts Payable
Reference: Business Procedure 8.1

Travel Accounting Processing

Section 8.5.1 – College Processing
Section 8.5.2 – System Office Employees

Section 8.5.1 – College Processing

A Travel Expense Voucher Form (BA3) must be completed for reimbursement of authorized expenditures in connection with official travel by KCTCS employees. The Travel Expense Voucher Form should be completed within 30 days after completion of a trip and submitted for processing. Colleges should process the voucher as follows:

A. Each college business office must audit claimed expenses as outlined in Business Procedure 8.1 and the requirements below.

B. Ensure that the travel voucher is typed or legibly printed in ink.

C. See that the Assigned Control Number is in the upper right hand corner of the form. The number should be: XXXXX001. The five digits will be the college business unit number and then a sequential number assigned by the college. Do not use the same control number more than once.

D. Each college shall maintain a log of Assigned Control Numbers, employee name and voucher amount.

E. Make sure all the information on the voucher is complete, including the chartfield combination to be charged, purpose of the trip, and the destination, and that the report is properly signed by the traveler and all other applicable signers.

F. The college employee auditing the travel voucher must sign the voucher as the *audited by* signature.

G. The College Business Office should retain a copy of the travel expense voucher and all receipts and documentation and forward one copy of the original travel expense voucher form (no receipts) to KCTCS Accounting for processing with the out of state authorization/rental car approval when applicable.

H. The reimbursement will be processed by ACH and direct deposited to the employee's primary bank account listed in PeopleSoft HRMS of the employee listed on the Travel Expense Voucher Form (BA3). If a non-employee, the check will be mailed to the address listed on the travel voucher.

Section 8.5.2 - System Office employees

KCTCS system office employees must forward their travel expense voucher with all attached receipts and authorizations to KCTCS Accounts Payable.

END OF PROCEDURE