



## MILEAGE REIMBURSEMENT FOR OFFICIAL IN-COUNTY TRAVEL PROCEDURE (ACC-P006)

Clarksville-Montgomery County School System

### 1.0 SCOPE:

- 1.1 This procedure outlines the process for receiving mileage reimbursement for official in-county travel.

### 2.0 RESPONSIBILITY:

- 2.1 Accounting Section

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

### 4.0 DEFINITIONS:

- 4.1 None.

### 5.0 PROCEDURE:

- 5.1 Employee completes In-County Travel Form (ref. [ACC-F004](#)).
- 5.2 Form is forwarded to Supervisor for approval.
- 5.3 Supervisor signs and forwards form to Program Manager/Department Head (if other than supervisor) for approval.
- 5.4 Program Manager/Department Head assigns account code, signs form and forwards to the Accounting Section for payment (ref. [ACC-P001](#)).
- 5.5 Form is reviewed by accounting associate for accuracy and completeness and corrected if necessary.
- 5.6 Form is forwarded to Finance Director for approval.
- 5.7 Check is issued on a weekly basis and forwarded to employee.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 In-County Travel Form ([ACC-F004](#))
- 6.2 Accounts Payable ([ACC-P001](#))

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
In-County Travel Form	Current & previous fiscal years kept in Accounting Office, then	6 years	Recycled	Secured building, vault & storage room



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moved to storage  
areas

**8.0 REVISION HISTORY:**

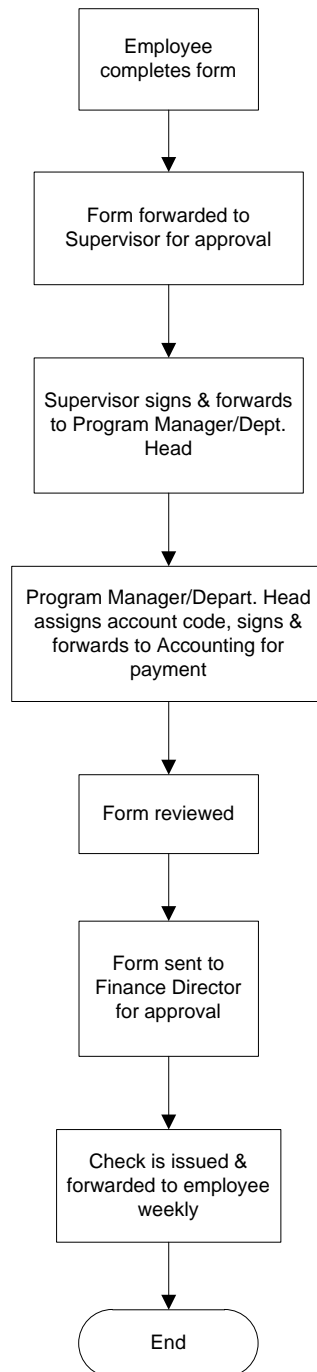
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/12/04		Initial Release
12/10/04	A	Correct title, remove "if required" in 5.3 and add accounting associate in 5.5, revise flowchart
10/29/08	B	Update 5.2, 5.3 & 5.4 to reflect form requirements, revise flowchart
5/14/12	C	Added 5.6 "Form is forwarded to Finance Director for approval". Updated logo.

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found below.

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**\*\*\* End of procedure \*\*\***