



21st Century Community Learning Centers Request for Reimbursement Checklist Student and Staff Travel



Student Transportation

Include the following items when submitting the cost through the Operating Budget Management System:

- Invoice from Transportation Department/transportation service provider
- Proof of payment
- Subcontractor Assurance Form (if the transportation is provided through an entity that is not the fiscal agent of the grant)
- Ensure the correct function and object codes are being used. Please use Function Code 1000 for student transportation, Object Code 55817 for transportation provided by the fiscal agent of the grant, or Object Code 55915 for transportation provided by subcontractors. If a district bus driver is paid, and the district is the fiscal agent for the grant, the compensation should be associated with Job Class 1622. Do not use Function Code 2700 for 21st CCLC transportation.
- If the transportation is provided through a subcontractor, please remember that the PED may request a copy of the contract with the transportation provider.

Please note that the travel should already be accounted for in the current fiscal year's PED-approved budget.

Travel for 21st CCLC Employees

- Travel Expense Form (Travel Approval Form)
- Rand McNally Map of Mileage or New Mexico mileage chart and mileage reimbursement rate, if applicable
- Proof of payment
 - Statement expense receipts, if applicable (when using [actuals vs. per diem](#))
 - Please note, hotel receipts should always indicate zero balance due.
 - The word “tip” or “gratuity” must be computer generated and printed on the receipt in order to have the tip reimbursed. The word “tip” or “gratuity” cannot be handwritten into the receipt. Gratuity may not exceed 20% of the bill.
 - Registration fees cannot be reimbursed until the conference/workshop has been attended (*unless it is the close of the fiscal year).
 - An airline ticket cannot be reimbursed until the trip is complete (*unless it's the close of the fiscal year).

*Only during fiscal year closing (June), if a conference occurs in the new fiscal year (July), and the district/organization prepays, the Department of Finance and Administration guidance allows prepayment of the conference registration fee and related airfare to be billed to the current/closing budget year.



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- Agenda
 - An agenda should be included, even if this means creating an agenda for site visits, specifying in what areas the observations are focused.

- Documentation of completion
 - This can take the form of a sign-in sheet or Certificate of Completion/Attendance.

Please note that the travel should already be accounted for in the current fiscal year's PED-approved budget.

Certification of Truth, Accuracy, and Completeness

As the responsible official submitting this Request for Reimbursement (RfR) to the New Mexico Public Education Department, I certify that this portion of the RfR meets the requirements of Title 6, Chapter 20, Part 2 of the New Mexico Administrative Code (6.20.2 NMAC). I certify that this portion of the RfR has been completed in accordance with generally accepted accounting principles (GAAP). I certify that, based on information and belief formed after reasonable inquiry, the information contained in the travel portion of the RfR is true, accurate, and complete.

Signature _____

Date _____