

EFNEP educators spend a significant amount of time traveling on the job. Some of the travel is out-of-county requiring overnights; however, most of the travel is in-county.

Forms needed (available at <http://www.efnep.colostate.edu/staff/forms.html>):

- EFNEP Mileage Tracker

In-County Travel

- 1) The EFNEP State Office provides each educator with a clipboard to keep in the car for tracking daily mileage.
- 2) Each educator is to track mileage on the *EFNEP Mileage Tracker* by using the car's odometer reading. If the odometer reading is not used for whatever reason, MapQuest documentation for each leg of your trip must be provided.
- 3) For each leg of work related travel (minus the exceptions listed below), enter the following information on the *EFNEP Mileage Tracker*:
 - a. Date
 - b. Destination (including the address).
 - c. The purpose of the travel (i.e. grocery shopping, recruitment, class, etc.).
 - d. The odometer reading in the "odometer out" column before leaving a destination.
 - e. The odometer reading in the "odometer in" column when arriving at the next destination.
 - f. The total mileage calculated by subtracting the odometer out from the odometer in (odometer in – odometer out = miles).
- 4) Travel reimbursement reports must be submitted no less than 30 days past the last day stated on the travel report. Any travel that is older than 60 days will be taxed.
- 5) When turning in mileage, total up the miles on the *EFNEP Mileage Tracker* and enter them in the box to the right of "Total Miles".
- 6) Multiply the total miles by the reimbursement rate per mile to get the total amount of money to be reimbursed (180 miles x \$0.52 = \$93.60).
- 7) Enter this dollar amount plus any other travel expenses (i.e. parking or tolls) in the box provided.
- 8) Scan and email the *EFNEP Mileage Tracker* and receipts for other travel expenses to the accounts payable email (ext_accounts_payable@Mail.colostate.edu). Always cc your supervisor.
- 9) Save scans of travel reimbursement documentation in an "EFNEP Mileage Reimbursement" folder on your computer in chronological order.
- 10) Once your travel has been put in the system, you will receive an email notification from Kualii with the subject line "KFS Action List Reminder." It is important to respond to this email by going to <https://secure.colostate.edu>.
 - a. Log in to CSU's secure site using your CSU username and password.
 - b. Go to AAR (administrative applications and resources – formerly CAP). Log in a second time using your CSU username and password.
 - c. Go to Kualii Financial system (KFS) under links on the right-hand side of the page.
 - d. Click on CSU and log in a third time using your CSU username and passwords.
 - e. Click on action list (top left corner).
 - f. Open your travel document by clicking on the ID number of that document.
 - g. Check the traveler certification.
 - h. Click on the approve button for submission.

- 11) Once your mileage reimbursement has been processed and is on its way to your bank account, you will receive an email indicating that the reimbursement will show up in your bank account in 3 business days (as a direct deposit).
- 12) Once you receive a mileage reimbursement, you can delete your copy of the corresponding mileage reimbursement documentation.

What mileage can I submit for reimbursement?

- Mileage to and from the following places can be submitted for reimbursement:
 - To and from the office and agencies for meetings/classes
 - To and from the office and grocery stores for work related shopping
 - To and from the office and other County Extension offices for unit meetings/trainings
 - To and from the office and campus for meetings and trainings (**unless Larimer County is your home county**)
 - To and from home and agencies for meetings/classes
 - To and from home and grocery stores for work related shopping
 - To and from home and other County Extension offices for unit meetings/trainings
 - To and from home and campus for meetings and trainings (**unless Larimer County is your home county**)

What travel may I NOT submit for reimbursement?

- Mileage from home to office and office to home may not be submitted for reimbursement. This is considered commuting. Commuting is not reimbursable.
- Mileage from home or office to all day trainings in your home county. This is also considered commuting.
- If your office is between your home and another destination (i.e. you pass your office on your way to a class), you may not count your mileage from your home to your office for that trip, even when leaving your home and going straight to the destination without stopping at the office. Instead, count the mileage between the office and the class.

Other things to consider about travel

- Any travel time in which you are tracking mileage, is considered work time. So when counting mileage, also count work hours. Commuting from home to office and office to home is not considered work hours.
- Knowingly falsifying travel is an offense that will result in termination. When completing travel documentation, do so to the best of your ability and knowledge. You can always ask your supervisor, the state office or the Extension travel office if you have questions or are unsure of something related to travel documentation.
- Any overnight travel is calculated differently and different forms are used. Your supervisor or the state office will walk you through overnight travel reimbursement process.
- You MAY NOT use your pcard for any travel related expense including parking, tolls, meals, or gas. Doing so will result in a strike on your pcard.
- Because travel older than 45 days will not be reimbursed, it is recommended that you turn travel in every 2 weeks.

- When turning in your *EFNEP Mileage Tracker* be sure that you do not report miles from the same day on two different mileage trackers.
 - For example, turn all mileage in for days in the month numbered 1-15 on one mileage tracker. Then start a new mileage tracker for days 16-31 and report that mileage on a different mileage tracker.