Colorado River BOCES Travel Reimbursement Form Instructions

Procedure:

1. Open the document "DOCSIGN_Travel Authorization Form_VX". Please check if it is the latest version. Contact Josh Davidson if you do not have this document.
    a. The cells highlighted in light gray can be changed and filled in as needed. Please put your name and the name of your supervisor at the top of page one.
    b. For Grant claims and the auditors, it is critical we have as much information as possible. Please fill out each section as completely as possible.
    c. Page 1
        i. Each Line is a single date or trip.
        ii. Starting Location and Ending Location should be as detailed as possible.
            1. Address, City, State, Zip
        iii. Description of Travel should communicate why the travel is BOCES related and please indicate if it is a round trip.
            1. E.g. "Travelled to Garfield 16 for collaboration meeting, Round trip"
            2. E.g. "EPIC Program, Fall update, Tiny home recruitment, Round Trip"
        iv. Miles Travelled in BOCES Car
            1. For use when employes travel in a fleet vehicle
        v. Miles to be Reimbursed/Personal Car
            1. For use when employees travel in a personal vehicle for BOCES business (must be pre-approved).
    d. Page 2
        i. Please search your route in Google maps or another mapping program to determine the mileage. Then copy and paste the URL on page 2 of the form.
    e. Once complete, save your document and prepare to attach it.
2. Go to: https://us.services.docusign.net/webforms-ux/v1.0/forms/6c86d5e25baae24facbab2dcd036712c
    a. Use the Excel document to fill in the high level details
        i. Generally found on Row 33, Columns I, K, L
    b. Proceed through the prompts. Prior to signature, you will need to attach the Excel document "DOCUSIGN_Travel Authorization_VX" in the Docusign program.
    c. Once attached, you are free to sign and it will submit it to the correct workflow for processing.