County of San Bernardino
Employee Reimbursement for Business, Travel, and Education Expenses

EMPLOYEE REIMBURSEMENT - Overview

- Complete Employee Reimbursement Form to claim employee expense reimbursement for work-related reimbursements and travel. The form is located on the EMAC website.
- Document expenditures claimed by taping detailed receipts to a separate 8 ½ x 11 white piece of paper. Include employee name and employee ID in the upper right corner.
- Attach this separate sheet to the Employee Reimbursement Form.
- Obtain required departmental review and approvals.
- Forward to department fiscal unit.
- Department fiscal unit forwards to the ATC-Accounts Payable office for review and processing.

EMPLOYEE REIMBURSEMENT FORM - CODING INSTRUCTIONS

Front Page (to be completed by Department fiscal unit)

Required Fields:

- Employee ID
- ER Document ID (Includes FAS Dept and Claim Number assigned by the initiating department and will be a reference number in EMACS)
    - FAS Dept (Dept code used on FAS payment documents)
    - Claim number (assigned by initiating department and can be no more than 11 characters and no # sign)
- Employee Name
- Travel Begin Date
- Travel End Date
- Document Total
- Check box for Out-of-State travel reimbursement if applicable

Detail:

- Description (e.g., Mileage)
- Earning Code - (Earning code is associated with a specific object code; however, taxable earning codes will be determined by ATC)

Earning Code	Tax Treatment	Appropriation Code	Object Code	FAS Description
XAN	Non-Taxable	294	2945	Air Travel
XCN	Non-Taxable	294	2944	Car Rental
XEN	Non-Taxable	200	2077	Certification/License fees
XPN	Non-Taxable	200	2181	Cell Phone
XHN	Non-Taxable	294	2942	Hotel
XFN	Non-Taxable	294	2947	Mandated Travel
XLN	Non-Taxable	294	2943	Meals
XDN	Non-Taxable	200	2075	Membership Dues
XON	Non-Taxable	294	2946	Other Travel
XMN	Non-Taxable	294	2940	Private Mileage
XRN	Non-Taxable	200	2145	Relocation
XTN	Non-Taxable	294	2941	Training
XSN	Non-Taxable	200	2076	Tuition Reimbursement
XOT	Taxable	294	2943	Meals Taxable
XRT	Taxable	200	2145	Relocation Taxable
XUT	Taxable	200	2180	Reimbursable Taxable
XVN	Taxable	294	2949	Travel Advance

- Fund Code
- Department Code
- Organization Code
- GRC (Optional field)
- Appropriation Code
- Object Code
- Amount
- Department Contact
- Mail Code
- Telephone number

Page Two (2) (to be completed by employee) - Detail Support for Employee Reimbursement

- Employee No.
- Phone No.
- For the Month of
- Occup. Unit (e.g., Clerical, Supervisory, Management)
- Assigned Hdqtrs. (city in which primary workstation is located)
- When - (Date / Time From / Time To - List claims in date order)
- Private mileage (mileage traveled less commute miles)
- Where - City of destination

- Why - specific county/governmental purpose of the event
- BLD (breakfast, lunch, or dinner if applicable)
- Meals, lodging and other expenses
    - Amount
    - Expense Item
- Total miles this claim (sum of private mileage)
- Enter current IRS allowable mileage reimbursement rate
- $ = Total private mileage multiplied by reimbursement rate
- Sub total mileage amount = mileage amount claimed
- Total mileage amount = mileage amount claimed
- Sub Total Expenses (enter total of Amount column)
- Less Advance (enter travel advance issued by ATC if applicable)
- Total Expenses (enter difference between Sub total expenses and Less Advance fields)
- Total Claim (sum of total mileage amount and total expenses)
- Signed by Claimant, mail code, and date
- Approved by Authorized Signer (Print and Sign)

If you need additional assistance, please contact ATC Accounts Payable at (909) 382-3139.

Request for Travel Expense Advance - Overview

- County employees may request a travel expense advance to fund expenses for a given approved trip of two or more days' duration. The form is located on the EMACS website.
- Requests for Travel Expense Advances need to be made 14 working days before departure date.
- The minimum advance allowed varies according to MOU/Compensation plan requirements.
- No advances are issued for mileage.
- Employee completes the Request for Travel Expense Advance form.
- If the advance request is for out-of-state travel, a “Travel Request” form approved by the CAO must accompany the “Request for Travel Expense Advance” form. (To print form, go to http://countyline.sbcounty.gov/acr/fas.asp and click on Travel Request - Out of State)
- Employee obtains required departmental approval.
- Approved form is forward to department fiscal unit.
- Department fiscal unit forwards to the ATC-Accounts Payable office for review and processing.
- Your Travel Expense Advance will be paid with the current payroll cycle.
- Employee must submit an “Employee Reimbursement Form” listing the advance, as required by his or her MOU/Compensation plan, within fifteen (15) calendar days (for General Employees. If an Employee

- Reimbursement Form is not submitted within fifteen (15) calendar days, a payroll deduction in the amount of the advance will be made.

Request for Travel Expense Advance - Coding Instructions

Required Fields:

(To be completed by employee)

- Employee ID
- Employee Name
- Mail Code
- Occupational Unit (e.g., Supervisory, Management)
- Telephone number
- Destination (City, State) Enter the city name of destination, not the airport. If destination is out-of-state, give city and state.
- Purpose - state the purpose of the trip, County business only.
- Departure Date
- Return Date

(To be completed by department fiscal unit)

- TC Document ID (assigned by the initiating department and will be a reference number in EMACS)
- FAS Dept (Dept code used on FAS payment documents)
- Claim number (assigned by initiating department and can be no more then 11 characters and no # sign)
- Department Contact, Mail Code, and Telephone number
- Employee's signature, Date

Detail:

- Description
- Earning Code - (Earning code is associated with a specific object code; however, taxable earning codes will be determined by ATC)

Earning Code	Tax Treatment	Appropriation Code	Object Code	FAS Description
XVN	Non-Taxable	294	2949	Travel Advance

- Fund Code
- Department Code
- Organization Code
- GRC (Optional Field)
- Appropriation Code
- Object Code
- Amount

- Department head's signature (Print & Sign), Date

If you need additional assistance, please contact ATC Accounts Payable at (909) 382-3139.