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## Mileage, Expense Reports and Other Non-Encumbered Payments Procedure (A/P-P003)

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### 1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounts Payable Department processes requests for non-encumbered payments at the Washoe County School District.

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

### 2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

### 3.0 APPROVAL AUTHORITY:

- 3.1 Senior Accountant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 4.0 DEFINITIONS:

- 4.1 A/P – Accounts payable
- 4.2 AT – Account Technician
- 4.3 AC – Account Clerk II
- 4.4 Application Xtender – Third party scanning software
- 4.5 BusinessPlus – Accounting software

### 5.0 PROCEDURE:

- 5.1 A/P department is in receipt of a payment request for mileage, personal expense reimbursement or other non-encumbered expenditure.
- 5.2 AC reviews mileage and personal expense documents for completeness.
  - 5.2.1 Incomplete documents are returned to originator for corrective action.
- 5.3 AT verifies account code.
- 5.4 AT performs vendor maintenance as needed per Vendor Account Maintenance Procedure (A/P-P005).
- 5.5 AT scans document into Application Xtender and stamps document with “scanned” stamp.
- 5.6 Payment request is forwarded to AC.
- 5.7 AC processes request in BusinessPlus.
- 5.8 AC records batch information in A/P batch log.
- 5.9 Processed documents are compiled alphabetically for matching with copies of the payment document.

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5.10 Payment is prepared per Accounts Payable Check Procedure (A/P-POO4).

5.11 AC matches original documents with copy of payment and verifies the invoice and vendor information per Matching AP Check Run Procedure (A/P-P014).

5.12 AC files assembled payment packages.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Check Request Form (A/P-F001)

6.2 Per Diem/Travel Claim Form (A/P-F002)

6.3 Mileage Reimbursement Form (A/P-F003)

6.4 Credit Card Issuance Form (A/P-F004)

6.5 RSVP Form (A/P-F005)

6.6 Accounts Payable Check Procedure (A/P-POO4)

6.7 Vendor Account Maintenance Procedure (A/P-P005)

6.8 Matching AP Check Run Procedure (A/P-P014)

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Check Request Form	Application Xtender	6 Years	Archive	Password
Per Diem/Travel Claim Form	Application Xtender	6 Years	Archive	Password
Mileage Reimbursement Form	Application Xtender	6 Years	Archive	Password
RSVP Form	Application Xtender	6 Years	Archive	Password
Credit Card Issuance Form	Application Xtender	6 Years	Archive	Password
Payment packets	Business	1 year	Shred	Locked area

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
03/31/06	A	Initial Release
01/01/11	B	Add scanning, update retention and disposition, delete references to RPO (Restricted Purchase Order)

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