



Jeremiah W. (Jay) Nixon, Governor • Kip A. Stetzler, Acting Director

DEPARTMENT OF NATURAL RESOURCES


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MEMORANDUM

2011-013

DATE: October 8, 2010

TO: All Soil and Water Conservation Districts

FROM:  Jim Boschert, Planner III
Soil and Water Conservation Program

SUBJECT: Training Conference Reimbursement Form

This year the Soil and Water Conservation Program will be reimbursing supervisor's hotel rooms on Monday and Tuesday nights, registration, and meals provided at the conference. The mileage and meals for supervisors in route will be the responsibility of the districts and can be paid from the administrative state fund or local funds. Included with this memo is the reimbursement request form. Districts will need to submit the hotel receipt and conference receipt with this form. Please include this information with your 2nd quarter report. The program will reimburse the district and the district is to reimburse the supervisors.

The room rate at Tan-Tar-A for this year's training conference is \$72.10, which includes lodging taxes. If a district check is used to pay these expenses, \$72.10 per room per night is all that can be paid. Check your hotel bills carefully to make sure that you are not charged state sales tax. A district credit card is not exempt from state sales tax unless there is a letter from the Department of Revenue specifically exempting that credit card from state sales tax. If you do not have a tax exempt letter, state and local taxes will also be charged. The maximum that your district will be reimbursed for a supervisor's hotel room is \$72.10 per room per night.

As in previous years, we will reimburse the district for the entire cost of the supervisors' hotel rooms (rooms billed at the guaranteed conference rate only). Make certain the documentation for the hotel reimbursement that you submit to the program office is an **itemized** receipt. When you post the expense, remember to put it in local. Again, the reimbursement form is attached; please make as many copies as you need. Remember that there must be one form for each person claiming reimbursement.

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A word of caution: if you or someone in your district specifically requests a suite, you will be billed at a higher rate. The only time you receive a suite at the conference room rate is if the hotel places you in one because other rooms are not available. Should you request a specific room that is billable at the higher rate, the district may only pay or reimburse the rate negotiated in the contract. The balance must be paid from the individual's personal funds.

As a reminder, the expenses of spouses or guests of supervisors or employees are not allowed from state or local funds.

To be eligible to claim meal expenses other than the meals purchased through the conference registration, individuals will have to have overnight travel that includes lodging expenses or note on their reimbursement claim form that they had at the minimum a "12-hour travel status." The "12-hour travel status" must be noted on the reimbursement claim form under the "purpose" column. It is up to the discretion of the district board if it chooses to pay meals from local funds when the "12-hour travel status" has not been met. Using public funds for excessive meal expenses has been an audit finding in the past. Your district should consider this when approving meal expense for district supervisors and employees. Excessive meal expenses will be denied from state funds and will need to be transferred to the districts local funds. The General Services Administration CONUS Rate should be used as guidance when reimbursing meal expenses. Staff will use the individual meal rates as guidance when determining if a meal expense is appropriate.

Once a district supervisor registers for a conference meal it is considered part of the meal count that is submitted to the hotel and MASWCD is charged for this expense. If the supervisor later decides not to attend the conference meal, MASWCD still has to pay for the meals as shown on the registration. Program office staff will not allow meal expenses for supervisors from state funds if the supervisor had previously registered for a conference meal.

If you have questions about your hotel charges or completing the reimbursement form, please contact Lori Bax, at the Soil and Water Conservation Program, P.O. Box 176, Jefferson City, MO 65102-0176, or by phone at 573-751-5389.

JB:lbt

Attachment

**SUPERVISORS REIMBURSEMENT FORM
2010 TRAINING CONFERENCE**

SWCD

The attached lodging expense was incurred at the 2010 Training Conference. Please reimburse the district for the amount listed below. **Please attach the itemized hotel receipt.**

The attached registration/meal expense was incurred at the 2010 Training Conference. Please reimburse the district for the amount listed below. **Please attach the itemized receipt.**

Amount paid
\$ _____

Amount to be reimbursed
\$ _____

Supervisor Name (printed)

Supervisor Signature

The above amount represents the eligible state portion of the lodging expenses for the above named supervisor. The district paid this amount.

Check #

Date Paid

District Clerk/Manager Signature

There is to be one reimbursement form submitted for each supervisor. Do not submit one form for the district with all expenses on it. A copy of the itemized (showing room rate and room taxes) hotel bill **MUST** be submitted with the reimbursement claim. Write the check number used and the date paid on this invoice. It is the district's responsibility to obtain correct documentation. The district is responsible for contacting the hotel if a receipt is lost or one was not obtained at the time of check-out. The maximum that your district will be reimbursed is \$72.10 per night per supervisor.