



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director


DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

MEMORANDUM 2015-007

DATE: November 12, 2014

TO: All Soil and Water Conservation Districts

FROM:  Colette Weckenborg, Fiscal and Administrative Manager
Soil and Water Conservation Program

SUBJECT: Training Conference Reimbursement Form

Once again, the Soil and Water Conservation Program will be reimbursing supervisor's hotel, registration and meals provided at the training conference. The mileage and meals for supervisors in route will be the responsibility of the district and can be paid from the administrative state fund 04 or local funds. Attached 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.

Reimbursement is eligible for hotel rooms on Tuesday, if travel time is in excess of three hours. This should be used as guidance; however, it will be left to the district boards to approve travel and lodging from state funds for individuals that may not fit within the three hour guidance. We ask that district boards be judicious with the use of taxpayer funds.

The room rate at Tan-Tar-A Resort for this year's training conference is \$74.16, which includes lodging taxes. If a district check is used to pay for these expenses, \$74.16 per room per night is all that can be paid. Check hotel bills carefully to ensure that state sales tax is not charged. 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 a district will be reimbursed for a supervisor's hotel room is \$74.16 per room per night. Make certain the documentation for the hotel reimbursement that you submit to the program is an **itemized** receipt.

When these expenses are entered into the accounting system, please remember to track these expenses in fund 10. Also the reimbursement from the state will be tracked in fund 10, state allotment account number.

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

Please consider carpooling and sharing rooms when feasible to reduce expenses for the district.

Once a district supervisor registers for a conference meal it is considered part of the meal count that is submitted to the hotel and the Missouri Association of Soil and Water Conservation Districts (MASWCD) is charged for the 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 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, lori.bax@dnr.mo.gov or by phone at 573-751-5389. Thank you!

JB:lab

Attachment

SUPERVISOR REIMBURSEMENT FORM

2014 Training Conference

District

_____ The attached lodging expense was incurred at the 2014 Training Conference. Please reimburse the district for the amount listed below. **Please attach an itemized hotel receipt.**

_____ The attached registration/meal expense was incurred at the 2014 Training Conference. Please reimburse the district for the amount listed below. **Please attach an 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 has paid this amount.

Check Number

Date Paid

Please complete one reimbursement form per supervisor. A copy of the itemized hotel receipt (showing room rate with room taxes) must be submitted with the claim for reimbursement. Write the check number used and date paid on this form. It is the district's responsibility to obtain correct documentation. The maximum amount the district will be reimbursed is \$74.16 per night per supervisor.