

ATTENTION EMPLOYEES

General Rule: The authorized use of an employee's personal vehicle is reimbursable at \$0.585 per mile computed on the shortest route. When a Region vehicle is available and scheduled for transportation, an employee choosing to drive his or her own personal vehicle will not be reimbursed for travel without prior approval of the Program Director.

Travel vouchers for both In-Region and Out-of-Region travel must be completed electronically, approved by the supervisor, and received at the business office by noon-every other Tuesday. Vouchers that are received after the travel voucher due date will be held for the next due date.

Travel should be submitted to your supervisor first, and then your supervisor will turn it into me. You do not get paid if it is not approved by your supervisor first.

You must also have a current insurance card and driver's license on file with Human Resources. If your insurance card or license is expired, you will not be paid any travel reimbursement until a new, updated card or license is provided.

At the end of the fiscal year, the business office may announce special rules for the submission of travel vouchers.

For scheduled travel due dates and paydays, see chart on the right:

PECAN VALLEY CENTERS TRAVEL PAYDAY CHART FOR THE FISCAL YEAR 2023

TRAVEL DUE

30-Aug-22
13-Sep-22
27-Sep-22
11-Oct-22
25-Oct-22
08-Nov-22
22-Nov-22
06-Dec-22
20-Dec-22
03-Jan-23
17-Jan-23
31-Jan-23
14-Feb-23
28-Feb-23
14-Mar-23
28-Mar-23
11-Apr-23
25-Apr-23
09-May-23
23-May-23
06-Jun-23
20-Jun-23
04-Jul-23
18-Jul-23
01-Aug-23
15-Aug-23
29-Aug-23

TRAVEL PAID

06-Sep-22
20-Sep-22
04-Oct-22
18-Oct-22
01-Nov-22
15-Nov-22
29-Nov-22
13-Dec-22
27-Dec-22
10-Jan-23
24-Jan-23
07-Feb-23
21-Feb-23
07-Mar-23
21-Mar-23
04-Apr-23
18-Apr-23
02-May-23
16-May-23
30-May-23
13-Jun-23
27-Jun-23
11-Jul-23
25-Jul-23
08-Aug-23
22-Aug-23
05-Sep-23