

ULSTER COUNTY OFFICE OF THE COMPTROLLER

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Comptroller



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Employee Reimbursement Submission Checklist

1. Required Forms

Ensure you have the Request for Payment Employee Reimbursement Claim Form (D-05).
Ensure you have the Statement of Travel Form (H-03), if applicable.

2. Conference Approval (If Applicable)

Determine whether a conference approval is required for your reimbursement.
If approval is required, attach the documentation.

3. Form D-05 and H-03 Completion

Complete all required fields on the Request for Payment Employee Reimbursement Claim Form (D-05), including:

- Employee number (found on your paystub)
- Driver permit number (required if requesting mileage reimbursement)
- Appropriation (MUNIS G/L): Ensure the correct appropriation number is used
- Refer to the cheat sheet for appropriation numbers and payroll codes
- If requesting mileage reimbursement, ensure complete address information is entered on the Statement of Travel Form (H-03)

4. Receipts

Attach original, detailed receipts, if applicable.

5. Mileage Documentation

Include odometer readings if claiming mileage.
Verify that the Total Miles column matches the difference between start and end odometer readings.

6. Taxes

Ensure tax has been deducted where applicable.

☐ 7. Meal Allowances

Submit meal allowances in accordance with your collective bargaining unit.

☐ 8. Signatures

The claim form must be signed by both the employee and the department head.

Note: A department head cannot sign their own voucher. A Deputy within the department or applicable Deputy County Executive can approve a department head voucher.

Ensure the Statement of Travel Form (H-03) is signed.

☐ 9. Notary

Complete and obtain approval for the Notary Approval Form, if required.

***Disclaimer:** This document is intended to serve as a general guideline only. While it outlines typical requirements and procedures, individual cases may vary. Additional information or documentation may be requested at the discretion of the auditor based on specific circumstances. This guideline does not guarantee approval of any reimbursement.*

County of Ulster Travel Reimbursement Rates

These rates are effective 1/1/2026

	Management	UCSA	UCSEA	CSEA	PBA	SOU
Day Trips:					*need receipts*	*need receipts*
Breakfast	\$7.00	\$10.00	\$7.00	\$10.00	\$12.50	\$12.50
Lunch	\$10.00	\$15.00	\$13.00	\$15.00	\$20.00	\$20.00
Dinner	\$17.50	\$30.00	\$20.00	\$30.00	\$30.00	\$30.00
Max/Day	\$34.50	\$55.00	\$40.00	\$55.00	\$62.50	\$62.50
Overnight:					*need receipts*	*do not need receipts*
Per Diem	\$65.00	\$65.00	\$40.00	\$55.00	\$62.50	\$65.00
Pro-Rated:						
Breakfast	\$10.00	\$10.00				\$10.00
Lunch	\$20.00	\$20.00				\$20.00
Dinner	\$35.00	\$35.00				\$35.00

Employee Reimbursement Payroll Codes

	<u>CODE</u>	
Meal Taxable	750	non-overnight meals
Meals Non-Taxable	870	meals related to overnight travel
Milage	875	
Travel	885	non-mileage exp; tolls, parking, hotel
Misc	890	expenses not listed above; notary, reg fee

<u>MUNIS Acct #</u>	<u>Account Description</u>	<u>NWS Conversion Acct#</u>
4001	Office Supplies	4025
4008	Auto Parts	4005
4011	Food Supplies	4030
4028	Other General Supplies	4030
4400	Other Fees for Prof. Services	4505
4461	Conference Related/Non-Mileage	4580
4462	Licenses & Certifications	4620
4463	Memberships	4625
4466	Periodicals/Subscriptions	4635
4491	Taxable Travel & Related Exp	4590
4492	Non-Taxable Travel & Related Exp	4590
4493	Non-Taxable Mileage	4590
4502	Extradition Expense	4715
4553	Other Misc Contractual Exp	4660
4602	Postage	4645