

## INSTRUCTIONS - RECEIPTS SUBMISSION FOR REIMBURSEMENT

- Complete the form on the computer.
- You need to have at least Excel 2010 operating on your computer for the document to function properly.
- Complete the form at the top in its entirety.
- Complete the bottom of the form as it applies.
- You will not be able to enter numbers in the TOTAL AMOUNT column because those cells have been locked. They are formulated to automatically calculate based on a formula, so there is no need to enter anything there manually. That cell has been formulated to respond to your data entered in the related rows.
- For Houston and Surrounding Areas submission, you will only have the one page document with a Total.
- **(Update!)** Be aware that the mileage rate that appears on the Receipts Submission form is not the current mileage rate per The Texas Comptroller of Public Accounts. The rate on the black ribbon is there as an example of what and how to enter mileage. **The current automobile mileage reimbursement rate effective January 1, 2018 is .545 cents per mile.**
- For Out-of-State/Out-of-Town submission, once the TOTAL AMOUNT column is populated, there will be a sub-total calculation for page 1 (labeled Parking Total - *This will simply be Subtotal - Page 1 next year.*) and a Grand Total calculation for page 2.
  - The **KEY** information is that once all data is entered on both pages, you **must** update **BOTH** the **Page 1 Total first** and the **Grand Total: Page 1 + Page 2 second** (in that order) to ensure the form pulls all the data entered for calculations. Yes, you will see that the form does add as you enter data, but if you go back and insert or change anything, then something may not be captured. To ensure accuracy, you **must** update the Totals at the bottom of each page. **To update the Totals: highlight the total, delete number, then press Enter - the updated amount will appear. By completing these last two steps to update, (update the Page 1 Total on page 1 first, then update the Grand Total on page 2) you will determine the amount of your reimbursement.**
- Do not mark in the blue column. That is for Catapult Learning's use.
- Email all information to:
  - Brian Brown at [brian.brown@catapultlearning.com](mailto:brian.brown@catapultlearning.com)
- You will have two attachment on the email:
  - Attach your **eligible receipts** and **supporting documentation** (i.e. proof of attendance, driving directions) in the order of the travel expenses listed on the Reimbursement & Receipts form. **You must scan and attach them. Ineligible receipts will not be reimbursed. See your PNP Handbook and meeting PowerPoint for more information.**
  - Attach your completed **Reimbursement & Receipts Form** using the standard attachment process for documents (i.e. share as attachment, insert, or paperclip). **Do not scan.** This is a fillable PDF document. If you scan the document, the form cannot be edited to indicate approval or non-approval.
- Catapult Learning will send an email that your submitted information has been received.
- Catapult Learning will contact you again by sending the form back to you with the green column marked. This will indicate approval or to indicate any edits/changes/non-approvals to what you have submitted. The totals may be corrected if necessary to inform you of the exact amount of your reimbursement.
- **IMPORTANT:** There should only be one email per traveler. Please do not group all documents on one email for the same trip. This is for ease of communication per that specific submission in case follow-up is required.
- **REMINDER:** **All reimbursement checks are mailed to the PNP School for tracking purposes.** Checks will no longer be mailed to personal addresses.