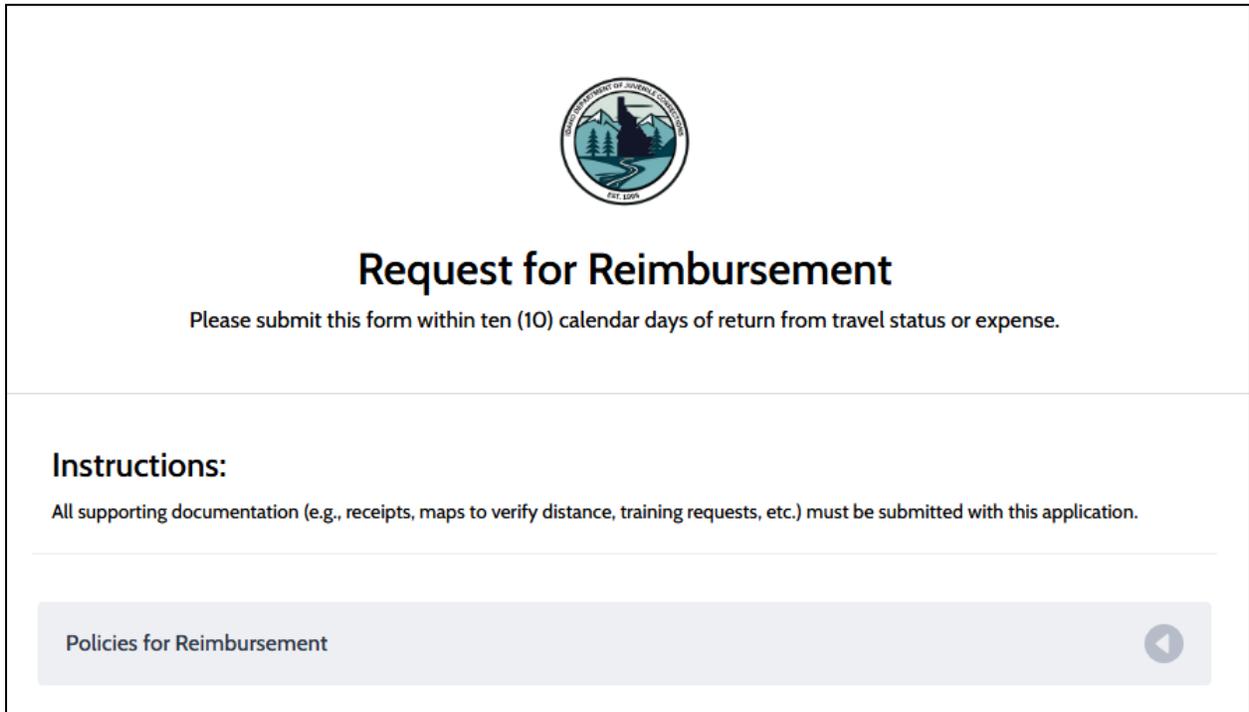


Request for Reimbursement – Step-by-Step Instructions

Step 1 – Open the Form

1. Navigate to: <https://form.jotform.com/253106724921049>
2. Confirm you see the form title “**Request for Reimbursement**” and the introductory instructions.



The screenshot shows the top portion of a web form. At the top center is the official seal of the Idaho Department of Juvenile Justice, featuring a mountain, a river, and a tree, with the text 'IDaho DEPARTMENT OF JUVENILE JUSTICE' and 'EST. 1999'. Below the seal is the title 'Request for Reimbursement' in a large, bold, black font. Underneath the title is a sub-header: 'Please submit this form within ten (10) calendar days of return from travel status or expense.' A horizontal line separates this header from the 'Instructions:' section. The instructions state: 'All supporting documentation (e.g., receipts, maps to verify distance, training requests, etc.) must be submitted with this application.' At the bottom of the screenshot is a light gray button with the text 'Policies for Reimbursement' and a right-pointing arrow icon.

Step 2 – Complete the Requestor Information Section

1. Enter your **First Name** and **Last Name**.
2. Enter your **Email Address**.
3. Under “*Are you requesting reimbursement on behalf of someone else?*” select:
 - **No** – if the reimbursement is for you, or
 - **Yes** – if submitting for someone else.
 - If **Yes**, complete the *Payee Name* and *Payee Email*.
4. Enter your **Vendor Number** (5-digit number from the Idaho State Controller’s Office).
5. In “*Reason for Request or Purpose of Travel*,” enter a brief explanation (example: “Travel to Boise for Idaho Juvenile Justice Commission meeting, October 15–17, 2025”).

Request for Reimbursement – Step-by-Step Instructions

Requestor Information

Requestor Name

First Name Last Name

Requestor Email

example@example.com

Are you requesting this reimbursement on behalf of someone else? *

Yes

No

Payee (if other than requestor)

i.e., county juvenile probation office

Payee Email

example@example.com

Vendor Number

Please provide your 5 digit vendor number provided by the Idaho State Controller's Office

Reason for Request or Purpose of Travel *

Step 3 – Travel Reimbursement (Mileage)

1. In "I am requesting reimbursement for travel expenses," select **Yes** or **No**.
2. If **Yes**, a table will appear. For each trip, complete:
 - **Date**
 - **From (City)**
 - **To (City)**
 - **Distance** in miles
 - **Departure Time**
 - **Arrival Time**

Request for Reimbursement – Step-by-Step Instructions

I am requesting reimbursement for travel expenses Yes No

Travel Expenses

	Date	Destination From	Destination To	Distance	Departure Time	Arrival Time
1					▼	▼
2					▼	▼
3					▼	▼
4					▼	▼
5					▼	▼
6					▼	▼
7					▼	▼
8					▼	▼

Example:

Travel Expenses

	Date	Destination From	Destination To	Distance	Departure Time	Arrival Time
1	10/15/25	Boise	Idaho Falls	280	Before/at 11:00 am ▼	Returned 7:00 PM or later ▼

Step 4 – Meal & Lodging Reimbursement

1. Under "I am requesting reimbursement for lodging and/or meal expenses," select **Yes** or **No**.
2. If **Yes**, complete each row for each date:
 - **Date**
 - Check boxes for **Breakfast, Lunch, Dinner, or Full Day**
 1. **NOTE:** This form will auto-calculate per diem based on your selections. If you are requesting per diem at the full date rate, select "Full Day" **only**.
 - Check **Lodging** if applicable
 - Enter **City**
 - Enter **Lodging Amount** (if claiming lodging)

Request for Reimbursement – Step-by-Step Instructions

I am requesting reimbursement for lodging and/or meal expenses Yes No

Lodging & Meal Expenses (please select the items you are requesting for reimbursement). Please note, if you traveled outside of Idaho, IDJC Staff will adjust your auto-calculated per diem to match current GSA rates. For breakfast, you must arrive before 7 am; lunch before 11 am; dinner before 5 pm. If you are requesting per diem for the full day, only select "Full Day".

	Date	Breakfast	Lunch	Dinner	Full Day	Lodging City	Lodging Amount
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Example:

Lodging & Meal Expenses (please select the items you are requesting for reimbursement). Please note, if you traveled outside of Idaho, IDJC Staff will adjust your auto-calculated per diem to match current GSA rates. For breakfast, you must arrive before 7 am; lunch before 11 am; dinner before 5 pm. If you are requesting per diem for the full day, only select "Full Day".

	Date	Breakfast	Lunch	Dinner	Full Day	Lodging City	Lodging Amount
1	10/15/25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Idaho Falls	150

Step 5 – Additional or Miscellaneous Expenses

1. For "I am requesting reimbursement on additional and miscellaneous items," select **Yes** or **No**.
2. If **Yes**, fill in any applicable amounts:
 - **Parking**
 - **Commercial Airfare**
 - **Miscellaneous** (explain if needed)

Request for Reimbursement – Step-by-Step Instructions

I am requesting reimbursement on additional and miscellaneous items. Yes No

Additional Requests

	\$ Amount
Parking	
Commercial Airfare	
Miscellaneous	120

Step 6 – Review Totals

The form automatically calculates totals based on your entries, including:

- Total Mileage
- Total Per Diem
- Total Lodging
- Total Additional Expenses
- **TOTAL REIMBURSEMENT REQUEST**

Take a moment to review accuracy before continuing. IDJC will update per diem totals if traveling out of state to match current GSA rates.

Total Reimbursement for Request
This section will auto-calculate based on your responses.

Total Mileage Reimbursement (\$0.70/mile)
\$ 196

Total Per Diem Reimbursement
\$ 52.20

Total Lodging Reimbursement
\$ 150

Total Additional Requests
\$ 120

TOTAL REIMBURSEMENT REQUEST
\$ 518.20

Request for Reimbursement – Step-by-Step Instructions

Step 7 – Upload Supporting Documentation

1. In the “*Supporting Documentation*” section, upload required attachments:
 - Detailed receipts
 - Maps (if required for mileage verification)
 - Event agendas/training requests
 - Any other required support
2. Upload approved RFF documents when relevant.

Supporting Documentation

Please upload all supporting documentation for your requested reimbursement. Please include event agendas, receipts, maps indicating distance, etc.

Reimbursement Documentation Upload



Browse Files
Drag and drop files here

You can upload multiple files at once.

If applicable, please upload the corresponding approved RFF from the District Council.



Browse Files
Drag and drop files here

Step 8 – Sign the Form

1. Scroll to the **Signature** section.
2. Sign using your mouse, touchscreen, or trackpad.
3. Ensure the signature box is filled.

By signing, I hereby certify that the amounts set out in the Request for Reimbursement are correct and just, and that I have not received previous payment.

Signature *

Sign Here 



Request for Reimbursement – Step-by-Step Instructions

Step 9 – Submit the Form

1. After verifying all sections, click the **Submit** button.
2. Wait for the confirmation screen to appear.
3. A PDF of this form will be sent to your email and all of your submission documents will be sent to Planning and Compliance.

QUESTIONS OR CONCERNS?

Contact us at planningandcompliance@idjc.idaho.gov