***Elmore County Board of Education***

**Travel Reimbursement Request Form**

**REMINDER:** Reimbursement for meals shall not exceed $50 per day for in-state travel. A maximum of 15% tip will be reimbursed and is included in the $50 per day. **Original itemized receipts must be provided**. Credit card receipts **WILL NOT** be accepted for any expenses.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | School/Location |  | Date Submitted |  |
| Street Address | |  | | | | | | |
| City/State/ZIP | |  | | | | | | |
| Location/Purpose of Trip | | | |  | | | | |
| Conference Name | | |  | | | | | |
| Conference Date | | |  | | | | | |

**TRANSPORTATION**

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_ | **Personal Vehicle** | From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Round trip mileage \_\_\_\_\_\_\_\_\_\_ @ $.50 per mile = $\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_ | **Air Fare** | From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total Air Fare = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | **Total Transportation\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**MEALS/LODGING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Hotel/Motel** | **Breakfast\*** | **Lunch\*** | **Dinner\*** | **Total** |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
| \* Out-of-state travel – daily per diem rates apply. **Total Meals/Lodging** | | | | | $ |

**MISCELLANEOUS EXPENSES (Registration, fees, etc.)**

|  |  |  |
| --- | --- | --- |
|  |  | $ |
|  |  | $ |
| **Total Miscellaneous**  **Attachments REQUIRED for reimbursement:**   1. Google Map with mileage. 2. Documentation of attendance (e.g. agenda or certificate). 3. For out-of-state travel, attach GSA Meal Per Diem rate for location. 4. Original, itemized receipts for meals, registration, parking, etc. |  | $ |
|  |  |  |
| **GRAND TOTAL** |  | $ |

##### Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Director Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Superintendent Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documentation** of attendance (e.g. agenda or certificate) is **REQUIRED** and must be submitted along with receipts for travel expense reimbursement.

##### *For Office Use Only:* Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_