

BALLARD COUNTY SCHOOLS

2022-23 (effective 7/1/22)

TRAVEL REIMBURSEMENT

NAME

VENDOR#

ADDRESS

PURPOSE AND LOCATION

DATE OF OVERNIGHT STAY	DAY OF TRAVEL __/__/__	2ND NIGHT STAY __/__/__	3RD NIGHT STAY __/__/__	4TH NIGHT STAY __/__/__	5TH NIGHT STAY __/__/__	RETURN DAY __/__/__	TOTAL
Breakfast							0
Lunch							0
Dinner							0
TOTAL MEALS*							0
ROOM COST							0
REGISTRATION FEE							0
PARKING							0
MISC.							0
SUBTOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

LINE 1
LINE 2
LINE 3
LINE 4
LINE 5
LINE 6 =
(LINE 1-5)

RECEIPTS ARE REQUIRED FOR ALL REIMBURSEMENTS. DAILY FOOD ALLOWANCE INCLUDES TIP AMOUNT.

DAY OF TRAVEL IS FIRST NIGHT'S STAY.

*REASONABLE EXPENSE FOR MEALS ON DAYS OF TRAVEL IS CONSIDERED TO BE \$20.00.

*REASONABLE EXPENSE ON DAYS OF MEETING AND TRAVEL IS CONSIDERED TO BE \$35.00.

MILEAGE							0
TOTAL MILES (LINE 7) X 53 CENTS PER MILE (EFFECTIVE 7/1/22)							\$ -
TOTAL TO BE REIMBURSED							\$0.00

LINE 7
LINE 8
LINE 9 =
LINE 6 + 8

PAY FROM MUNIS CODE:

SIGNATURE _____

DATE _____

APPROVED BY _____

DATE _____