



TRAVEL REIMBURSEMENT REQUEST

**OUT OF COUNTY**

VENDOR LEAVE BLANK

Check # \_\_\_\_\_ Amt. \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

**Travel Reimbursement request must be submitted to Central Office within 30 days of the date of travel.**

NAME \_\_\_\_\_ SCHOOL/DEPT \_\_\_\_\_ POSITION \_\_\_\_\_ Vendor # \_\_\_\_\_  
 ADDRESS: Street/Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**TRAVEL REQUEST TO (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ FOR THE PURPOSE OF ATTENDING \_\_\_\_\_**

**ALL INFORMATION BELOW SHOULD BE COMPLETE AND ACCURATELY REFLECT THE AGENDA OF THE CONFERENCE/TRAINING**

Beginning Date of Event: \_\_\_/\_\_\_/\_\_\_ Ending Date of Event: \_\_\_/\_\_\_/\_\_\_ Travel began \_\_\_/\_\_\_/\_\_\_ Travel ended \_\_\_/\_\_\_/\_\_\_  
 Beginning Time of Event: \_\_\_\_\_ am/pm Ending Time of Event: \_\_\_\_\_ am/pm Beginning Travel Time \_\_\_\_\_ am/pm Ending Travel Time: \_\_\_\_\_ am/pm

MEAL REIMBURSEMENT SHOULD NOT INCLUDE MEALS PROVIDED BY OTHER SOURCES AT NO EXPENSE TO THE EMPLOYEE  
 RECEIPTS MUST BE ATTACHED

DATE(S)	(A)	(B)	(C)	SUPPORTING DOCUMENTATION MUST BE ATTACHED				
	BREAKFAST \$12 6:30 a.m. to 9:00 a.m.	LUNCH \$15 11:00 a.m. to 2:00 p.m.	SUPPER \$23 5:00 p.m. to 9:00 p.m.	(D) ROOM	(E) TOLL	(F) PARKING	(G) REGISTRATION	DAILY TOTAL A+B+C+D+E+F+G

**All signatures must be completed before reimbursement.**

I hereby certify that the above is a correct statement of account due from the Perry Co Board of Education for expenses incurred on behalf of the Perry County Schools

Employee's signature: \_\_\_\_\_ Date : \_\_\_\_\_

Administrative signature: \_\_\_\_\_ Date : \_\_\_\_\_

Total Miles Driven 04-01-2025 to 06/30/2025 \_\_\_\_\_ X \$ .42

Total Miles Driven 01-01-2025 to 03/31/2025 \_\_\_\_\_ X \$ .43

Total Mileage Reimbursement \$ \_\_\_\_\_

Total Food Reimbursement \$ \_\_\_\_\_

Total Room/Parking/Registration Reimbursement \$ \_\_\_\_\_

**TOTAL REIMBURSEMENT** \$ \_\_\_\_\_

Account to be paid from \_\_\_\_\_ -0580- \_\_\_\_\_

Finance Officer Review: \_\_\_\_\_