

# BALLARD COUNTY SCHOOLS

## 2023-24 (effective 7/1/23)

### 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	
<b>TOTAL MEALS*</b>							0	LINE 1
<b>ROOM COST</b>							0	LINE 2
<b>REGISTRATION FEE</b>							0	LINE 3
<b>PARKING</b>							0	LINE 4
<b>MISC.</b>							0	LINE 5
<b>SUBTOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	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.**

<b>MILEAGE</b>							0	LINE 7
<b>TOTAL MILES (LINE 7) X 46 CENTS PER MILE (EFFECTIVE 7-1-23)</b>							<b>\$ -</b>	LINE 8
<b>TOTAL TO BE REIMBURSED</b>							<b>\$0.00</b>	LINE 9 = LINE 6 + 8
<b>PAY FROM MUNIS CODE:</b>								

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**APPROVED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_