

AUTAUGA COUNTY BOARD OF EDUCATION REIMBURSEMENT FORM

TRAVEL EXPENSE REGULATIONS

Personnel traveling inter- or intra-state in their official capacity as representatives of the Autauga County Board of Education will be afforded the following:

1. The rate of \$0.670 per mile for privately-owned vehicles.
2. Actual registration fees (if applicable) upon paid receipt.
3. Actual expenses for lodging (attach lodging receipts.)
4. Actual travel expenses for air fare, bus, or train (attach receipts.)
5. Other expenses (parking, taxi, etc.)
6. Apply appropriate meal per diem

ITEMIZED STATEMENT

Month/ Day/ Year	Points of Travel		Total Miles Traveled (Pvt. Car)	Private Car Mileage	Toll Fees	Meals & Lodging					Expense per Day	
	From	To				B'fast \$10	Lunch \$15	Dinner \$25	Room	Misc.		Total
				\$0.00	\$0.00							\$0.00
				\$0.00								\$0.00
				\$0.00								\$0.00
				\$0.00								\$0.00
				\$0.00								\$0.00
				\$0.00								\$0.00
				\$0.00								\$0.00
				\$0.00								\$0.00
				\$0.00								\$0.00
				\$0.00								\$0.00
				\$0.00								\$0.00
TOTALS				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Purpose of Trip:

Printed Name:

Approved By:

Signature:

Date:

Address:

ACCT # (see travel request form and write it below)

City:

State:

Zip: