

**Elmore County Board of Education**  
**Travel Reimbursement Request Form**

**REMINDER:** Meals will be reimbursed according to GSA per diem rates for the travel destination (find per diem rates here: <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>). **Original itemized receipts must be provided for all other expenses.** Credit card receipts **WILL NOT** be accepted for any expenses.

Name \_\_\_\_\_ School/Location \_\_\_\_\_ Date Submitted \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City/State/ZIP \_\_\_\_\_  
 Location/Purpose of Trip \_\_\_\_\_  
 Conference Name \_\_\_\_\_  
 Conference Date \_\_\_\_\_

**TRANSPORTATION**

\_\_\_\_\_ **Personal Vehicle** From \_\_\_\_\_ to \_\_\_\_\_  
 Round trip mileage \_\_\_\_\_ @ \$.655 per mile = \$ \_\_\_\_\_  
 \_\_\_\_\_ **Air Fare** From \_\_\_\_\_ to \_\_\_\_\_  
 Total Air Fare = \$ \_\_\_\_\_  
**Total Transportation** \_\_\_\_\_

**LODGING/PARKING/REGISTRATION/PER DIEM**

Date	Lodging	Parking	Registration	Per Diem	Total
					\$
					\$
					\$
					\$
					\$
					\$
<b>Total Lodging/Parking/Registration/Per Diem</b>					\$ _____

**MISCELLANEOUS EXPENSES (taxi/Uber, tolls, gas for county car, etc.)**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
**Total Miscellaneous** \$ \_\_\_\_\_  
  
**GRAND TOTAL** \$ \_\_\_\_\_

- Attachments REQUIRED for reimbursement:**
1. Google Map with mileage.
  2. Documentation of attendance (e.g., agenda or certificate).
  3. Attach GSA Meal Per Diem rate for location.
  4. Original, itemized receipts for hotel, registration, parking, etc.

Employee Signature \_\_\_\_\_  
 Director Approval \_\_\_\_\_  
 Superintendent Approval \_\_\_\_\_  
 For Office Use Only: Account Number \_\_\_\_\_