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GADSDEN COUNTY SCHOOL DISTRICT VOUCHER FOR REIMBURSEMENT		Traveler Name:				Employee ID #:					
		Job Title:				GCSD Office: 35 Martin Luther King Jr Blvd, Quincy, FL 32351					
OF TRAVEL EXPENSES CHECK ONE: Out Of Town		In District			RESIDENCE:						
DATE	Travel Performed DATE From Point of Origin To Destination		Purpose or Reason Hour of (Name of Conference) Departu And Hou		Meals for Per Diem Class or Actual A & B Lodging		al C	Mileage N	In District Mileage Claimed		Other Expenses
				Return	Travel	Expenses				Amount	Туре
Statement of Benefit	s to GCSD:				Column	Column	Column	0	Mi.	Column	Summary
					Total	Total	Total			Total	Total
					Total	Total	Total	44.5	¢ Mi.	Total	Total
					\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Advance:					LESS ADVAN	CE RECEIVED					
Request Date			LESS CLASS C MEALS (Off			C MEALS (Office	fficers/Employees Only)			\$ -	
Check#		LESS NON-REIMBURSABLE			LE ITEMS INCLUDED ON PURCHASING CARD						
Cleared Date		NET AMOUNT DUE TRAVEL			LER				\$ 0.00		
				NET AMOUNT DUE THE GCSD \$ 0.0							
I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter; that the travel expense necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statu		ny meals or lodging included in the convention or		Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the travel business of the GCSD and was for the purpose(s) stated above.			nowledge the travel was on official				
EMPLOYEE SIGNATURE:		DATE:		ASST. SUPERINTENDENT'S SIGNATURE:			DATE:				
SUPERVISOR'S SIGNATURE:		DATE:		SUPERINTEN	DENTS SIGNA	ATURE: DATE:		DATE:			
COST STRIP: Revised for the GCSD on 01/17/2025											

		THIS SECTION REQUIRED TO BE COMPLETED ONLY W		Y TO GCSD			
Date	Ticket Number or GCSD Vehicle Number	From	То	Amount	Name of Common GCSD Vehi		
	THIS	GCSD PURCHASIN S SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVEL RE Merchant/Vendor				Amount of Charge	
Date		Descripti	Description of Item Acquired				
	THIS S	ECTION REQUIRED TO BE COMPLETED ONLY WHEN NON-REIMBUF	RSABLE ITEMS WERE PURCHASED USING T	HE GCSD PURCH	IASING CARD		
Date		Merchant/Vendor	Descrip	tion of Item Acquire	ed	Amount of Charge	
	Total (This amount must appear on the line "Less Non-Reimbursable Items Included on Purchasing Card" on the reverse side of this form.						

GENERAL INSTRUCTIONS

Class A travel — Continuous travel of 24 hours or more away from official headquarters.

Class B travel — Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Class C travel — Travel for short or day trips where the traveler is not away from his official headquarters overnight.

Breakfast --- when travel begins before 6 a.m. and extends beyond 8 a.m. = \$6.00 Lunch------ when travel begins before 12 Noon and extends beyond 2 p.m. = \$11.00 Dinner ------ when travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during night-time hours due to special assignment. = \$19.00

NOTE: No allowance shall be made for meals when travel is confined to Gadsden County or the surrounding counties except assignments of official business outside the traveler's regular place of employment if travel expenses are approved and such special approval is noted on the travel voucher. Rate of Per Diem and Meals shall be those prescribed by Section 112.061, Florida Statutes. Non-reimbursable items may not be charged on the GCSB Purchasing Card. Inadvertent non-reimbursable charges are to be deducted from the travel reimbursement claimed on the reverse side of this form on the line "Less Non-reimbursable ltems included on Purchasing Card" and the above "Non-reimbursable ltems" section of "GCSD Purchasing Card Charges" section above must be completed.

Per diem shall be completed at one-fourth of authorized rate for each quarter or fraction thereof. Travel over a period of 24 hours or more will be calculated on the basis of 6-hour cycles, beginning at midnight; less than 24-hours travel will be calculated on the basis of 6-hour cycles beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for all travel. When claiming per diem, the meal allowance columns should not be used. Claims for actual lodging at single occupancy rate plus meal allowances should be put in the "Per Diem or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals for Class A & B Travel" column. Claims for meals allowance involving travel that did not require the traveler to be away from headquarters overnight should be included in the "Class C Meals" column. Vicinity travel must appear in the separate column.

When travel is by common carrier and billed directly to the traveler, the amount and description should be included in the "Other Expenses" column. A copy of the ticket or invoice should be attached to this form. If travel is by common carrier and billed directly to the GCSD, then the "Travel Performed by Common Carrier or GCSD Vehicle" section above should be completed. If travel is by common carrier is paid by the use of the GCSB Purchasing Card, then the "GCSD Purchasing Card Charges" section above should be completed. The name of the common carrier should be inserted in the "Map Mileage Claimed" column in these instances. Justification must be provided for use of a noncontract airline (or one offering equal or lesser rates than the contract airline) or rental car (or one having lower net rate) when contract carriers are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car. If travel is performed by the use of a GCSD-owned vehicle, the word "GCSD" should be inserted in the "Map Mileage Claimed," column on the reverse side of thi form, and the above section designated as "Travel Performed by Common Carrier or GCSD Vehicle" should be completed.

If lodging is paid by the use of the GCSD Purchasing Card, the words "Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the reverse side of this form, and the above section designated as "GCSD Purchasing Card Charges" should be completed. Incidental travel expenses which may be reimbursed include: (a) reasonable taxi fare; (b) ferry fares and bridge, road, and tunnel tolls; (c) storage and parking fees; (d) telephone and telegraph expenses; (e) convention or conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when required. The official Department of Transportation map should be used in computing mileage from point of origin to destination whenever posseible. When any GCSD employee is stationed in any city or town for over 30 days continuous work days, such city or town shall be deemed to be his official headquarters and he shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the Finance Director. If travel is to a conference or convention not hosted by the GCSD, the "Statement of Benefits to the GCSD" section must be completed or a copy of the Authorization to Incur Travel Expense, must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.