***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** |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  **Total Lodging/Parking/Registration/Per Diem** | $ |

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

|  |  |  |
| --- | --- | --- |
|  |  | $ |
|  |  | $ |
| **Total Miscellaneous****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.
 |  | $ |
|  |  |  |
| **GRAND TOTAL** |  | $ |

##### Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Director Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Superintendent Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documentation** of attendance (e.g. agenda or certificate) is **REQUIRED** and must be submitted along with receipts for travel expense reimbursement.

##### *For Office Use Only:* Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_