

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 _____ @ \$0.725 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.
5. Approved Professional Development Request Form from TalentEd.

GRAND TOTAL \$ _____

Employee Signature _____

Director Approval _____

Superintendent Approval _____

For Office Use Only: Account Number _____