**ROY MUNICIPAL SCHOOLS Requisition #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trip Approval Request Budget Item#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vendor Copy to Employee**

**TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STARTING POINT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DESTINATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF DATE OF**

**DEPARTURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TIME\_\_\_\_\_\_\_AM/PM RETURN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TIME:\_\_\_\_\_\_ AM/PM**

**PURPOSE OF TRIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I HEREBY CERTIFY THAT THIS TRAVEL WAS DONE IN CONNECTION WITH AUTHOURIZED SCHOOL BUSINESS AND THAT THIS STATEMENT IS TRUE AND PAYMENT THEREOF HAS NOT BEEN RECEIVED.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of Employee Date

1. ***Actual Expenses*** – Upon written request of an employee or school official, the Administration may grant written approval for an employee or school official to be reimbursed actual expenses in lieu of receiving per diem rates as listed above in section B2 where overnight travel is required. Approval overnight travel for actual expenses will be reimbursed as follows:
2. ***Actual reimbursement for Lodging*** – An employee or school official may elect actual expenses for lodging not exceeding the single occupancy room charge (including tax) in lieu of the per diem rate set forth above in section B2. Whenever possible, employees or school officials should stay in hotels which offer government rates. Lodging expenses in excess of two hundred fifteen dollars ($215.00) per night must be pre-approved by the Administration and a travel voucher with the appropriate signature of the Superintendent must be issued by the Administration.
3. ***Actual reimbursement for Meals*** – Actual expenses are limited to a maximum of thirty dollars ($30.00) for in-state and forty-five dollars ($45.00) for out0of0state travel for a 24 hour period.
4. For less than two (2) hours of travel beyond normal work day; none
5. For two (2) hours; but less than six (6) beyond the normal work day, $12.00.
6. For six (6) hours, but less than twelve (12) hours beyond the normal work day, $20.00
7. For twelve (12) or more hours beyond the normal work day, $30.00.
8. ***Receipts Required*** – the employee or school official must submit receipts for the actual meal and lodging expenses incurred. Under circumstances in where the loss of receipts would create a hardship, an affidavit from the employee or school official attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the travel voucher. See DFA regulations, Section 2.42.2.15 NMAC for a sample affidavit.

***Mileage*** – Employees and school officials shall be reimbursed for actual fuel costs in the use of a private automobile.

PER DIEM OF PARTIAL DAY WITH OVERNIGHT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACTUAL EXPENSES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MODE OF TRAVEL: SCHOOL VEHICLE\_\_\_\_\_\_\_\_\_\_\_\_\_ PERSONAL VEHICLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL FUEL COST: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Fee (not including Meals) – must have receipts $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED\_\_\_\_ DISAPPROVED\_\_\_\_MAXIMUM TO BE REIMBURSED TRAVELER $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Business Manager