

ALTUS PUBLIC SCHOOLS

CLAIM FOR TRAVEL EXPENDITURES AND PERSONAL REIMBURSEMENT

DATE OF TRIP \_\_\_\_/\_\_\_\_/\_\_\_\_

DEPARTED FROM ALTUS \_\_\_\_ A.M. \_\_\_\_ P.M.

ARRIVED BACK IN ALTUS \_\_\_\_ A.M. \_\_\_\_ P.M.

NUMBER OF HOURS REQUIRED FOR TRIP \_\_\_\_

DESTINATION: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

MODE OF TRAVEL: \_\_\_\_\_

LIST EXPENDITURES PERTAINING TO THIS TRIP  
(REFER TO "REGULATIONS" ON THE REVERSE SIDE OF THIS FORM)  
ITEMIZED RECEIPTS ARE REQUIRED FOR LODGING,  
REGISTRATION, TOLL FEES, AND MEALS

Travel Expenses: \$ \_\_\_\_\_.\_\_\_\_  
(\_\_\_\_\_ @ .545 cents per mile)

Meals: \$ \_\_\_\_\_.\_\_\_\_

Tolls: \$ \_\_\_\_\_.\_\_\_\_

Registration: \$ \_\_\_\_\_.\_\_\_\_

Miscellaneous (Please State): \_\_\_\_\_ \$ \_\_\_\_\_.\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_.\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_.\_\_\_\_

**TOTAL AMOUNT CLAIMED:** \$ \_\_\_\_\_.\_\_\_\_

\_\_\_\_\_  
CLAIMANT DATE OF REQUEST \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
PRINCIPAL/SUPERVISOR DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
APPROVED DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

(CLAIM FOR TRAVEL EXPENDITURES REGULATIONS ON BACK)

## ALTUS PUBLIC SCHOOLS TRAVEL REGULATIONS

1. Advance approval from the Superintendent of Schools is required for attendance at meetings if reimbursement is to be paid. A Prior Travel Request Form must be submitted for approval at least two weeks in advance and should include an itinerary showing times meeting will begin and end and where the meeting will be held. If this information is not included the prior travel form will be returned and could delay the purchase order.
2. School business leave shall be granted to employees as requested and approved for up to five (5) school days per year.
3. While on approved business for the Altus Public Schools, teachers are on salary and expenses are allowed ---- except when they are paid by the organization sponsoring the meeting.
4. Expenses may be claimed in the following manner, according to the regulations of the State Department of Education:
  - A. **MEALS** – Breakfast \$12.00, Lunch \$15.00, Dinner \$18.00 (Maximum of \$45.00 for a full day). Breakfast reimbursement will be available when it is necessary to leave or be out of the District no later than 6:00 a.m. and be out of the District for 3 or more hours. Lunch reimbursement will be available when it is necessary to leave or be out of the District no later than 11:00 a.m. and be out of the District for 3 or more hours. Dinner reimbursement will be available when it is necessary to leave or be out of the District no later than 4:00 p.m. and be out of the District for 3 or more hours. Reimbursement for a full day rate will be available when it is necessary to leave or be out of the District no later than 6:00 a.m. and be out of the District for 12 or more hours. Itemized receipts must be attached with the Name of the restaurant, date and itemized list of purchases. Credit card receipts are not acceptable. Meals for 1 day only trips requiring no overnight stay will be reimbursed through payroll and must meet the same criteria for reimbursements.
  - B. **MILEAGE** – Payment will be made at the rate of .545 cents per mile to and from destination. Mileage will be determined by mileage chart when available or using Mapquest.com when out of state.
  - C. **LODGING** – Receipts must be itemized with a detail listing of room rate and tax rate provided. **Rooms will be paid for or reimbursed up to \$105.00 (including applicable taxes).** All charges above this rate will be the responsibility of the individual and must be paid to the school prior to payment to the hotel. **Exceptions to this rate are conference/designated hotels or out of state.** Purchase Order Requisitions for lodging must be completed separately from the Prior Travel Form unless being reimbursed to the individual.
  - D. **MISCELLANEOUS CHARGES** – Telephone calls, pay per view movies, valet service, etc. billed to the room will be the sole responsibility of the individual.
5. Upon return from the meeting, staff will share training and materials with appropriate department, grade levels, and other District personnel. The training received will be (1) reported to the building principal and Director of Curriculum (2) evaluated for future reference for others' requests, and (3) presentations documented using the appropriate form.
6. **A COPY OF THE AGENDA OR PROOF OF ATTENDANCE IS REQUIRED ON ALL REIMBURSEMENT FORMS.**