TRAVEL EXPENSE

School District of the City of Pontiac
47200 Woodward Avenue
Pontiac, MI 48342

Name: _____

School: _____ **Account (1)** _____

Position: _____ **Account (2)** _____

Purpose: _____ **Amount** $ _____ (1) $ _____ (2)

_____

_____ *Employee Signature & Date*

_____ *Supervisor Signature & Date*

Date	Itemize ALL Expenses in This Space	Miles	Transportation	Hotel	Meals	Other Expenses
Totals						
Grand Total					**$**	

INSTRUCTIONS:

1. All requests with the appropriate supporting documents must be submitted to the **Grants Compliance & Billing Office** within 30 days after the conference/workshop on an appropriately filled out/signed Travel Expense Form in order for it to be eligible for reimbursement. **Any Travel Expense request submitted after 30 days will not be eligible for reimbursement.**
2. All receipts must be attached on letter paper (taped away from printed area) and be original, itemized, and must not include alcoholic beverages (having alcohol on the bill/receipt will automatically deem the receipt ineligible for reimbursement even if it is blacked/scratched off) or additional guests. A combination of both a bill/receipt may be needed in order to meet the requirement of itemized. Separate bills/receipts may be necessary to meet the requirement of no alcohol and/or additional guests.
   - Bill vs Receipt - A bill is provided before you pay and shows an amount due to the vendor. A receipt is provided after payment and shows that you have paid (see Conference and Workshop procedure for examples).
3. Meals are reimbursed starting the travel day before the conference/workshop begins and the travel day on which the conference/workshop ends when overnight stay at a hotel is required (example: if a workshop ends/or a returning flight arrives at 1:00pm, we will not reimburse for a dinner). Travel days are reimbursed at 50% of the current daily rate of $50.00.
4. Gratuity on meals will be reimbursed at no more than 15% on cash paid receipts and actual on credit card paid receipts.
5. Parking is reimbursable as long as it is reasonable and necessary. Valet parking is not reimbursable.
6. Mileage is reimbursed at the IRS published rate and is calculated from the school, not the employee's residence. Carpooling is suggested when possible.
7. Transportation, parking and mileage for personal reasons while attending a conference/workshop is not reimbursable (example: cab to go to a restaurant for dinner, go shopping, etc.).
8. If certain expenses are submitted for reimbursement and are not allowable for reimbursement either due to going over per diem rate, item purchased unallowable or an appropriate receipt is not included, the GCB office will immediately process the allowable items with no further action.
9. If the overall request is approved, the GCB Coordinator assigns an account, signs the request and routes it to the Business Office for payment processing.
10. If the overall request is not approved, an e-mail to the requester is sent and a reason is provided.
11. A copy of the approved Conference/Workshop Request **AND** Certificate of completion or sign-in sheets (or equivalent) must accompany this to receive reimbursement.