

**BOZEMAN SCHOOL DISTRICT #7
EMPLOYEE CLAIM FOR TRAVEL EXPENSES**

NAME OF EMPLOYEE: _____

SCHOOL DEPARTMENT: _____

DESTINATION AND PURPOSE OF TRIP: _____

DEPARTURE FROM BOZEMAN: DATE: _____ TIME: _____ (AM/PM)

RETURN TO BOZEMAN: DATE: _____ TIME: _____ (AM/PM)

COMPUTATION OF TRAVEL ALLOWANCES IS BASED ON THE RATES & TRAVEL STATUS AS DESCRIBED IN BOARD POLICY 7336P

MEALS INSTRUCTIONS: PLEASE ITEMIZE THE DATES AND MEALS PER DAY (B,L,D).

In-State-Meals Breakfast \$7.50, Lunch \$8.50, Dinner \$14.50

Out-of-State Meals Breakfast \$13.00, Lunch \$15.00, Dinner \$26.00

LODGING INSTRUCTIONS: IF THE NIGHTLY LODGING RATE (BEFORE ANY TAXES) FOR THE GIVEN LOCALE EXCEEDS THE RATES LINKED IN THE 7336P, THE SUPERVISOR NEEDS TO SELECT THE APPROPRIATE LODGING EXCEPTION BOXES TO THE RIGHT

1. MEALS.....\$ _____

2. LODGING(RECEIPTS REQUIRED).....\$ _____

3. TRANSPORTATION.....\$ _____
_____ MILES X _____ CURRENT RATE PER MILE

4. TAXI/BUS/COMMERCIAL TRANSPORTATION: (RECEIPTS REQUIRED)...\$ _____

5. OTHER EXPENSES: (RECEIPTS REQUIRED).....\$ _____

PURCHASE ORDER NUMBER OF TRAVEL ADVANCE: _____

ACCOUNTING INFORMATION: _____

TOTAL TRAVEL EXPENSE.....\$ _____

LESS TRAVEL ADVANCE RECEIVED.....\$ _____

REIMBURSEMENT DUE EMPLOYEE.....\$ _____

SIGNATURE OF EMPLOYEE: _____ DATE _____

APPROVED BY SUPERVISOR: _____ DATE _____

LODGING EXCEPTIONS TO TRAVEL ALLOWANCE PROCEDURE	
<input type="checkbox"/>	The employee is required to engage in official school business at a city with unusually high lodging & food costs, & the employee is unable to locate accommodations at a rate consistent with the travel allowance schedule.
<input type="checkbox"/>	Lodging at or below federal rates is temporarily unavailable due to special functions such as fairs, sporting events, conventions, or seasonal demand.
<input type="checkbox"/>	There is a shortage of available lodging facilities that agree to accept federal rates at the destination site.
<input type="checkbox"/>	Federal rates, or rates significantly lower than a conference hotel rate, are not available at another lodging facility within a reasonable distance from the site where business activities are to occur. (Consider the cost of ground transportation & the employee's safety or convenience walking to alternative lodging facilities.)
<input type="checkbox"/>	It is necessary for purposes of accessibility and/or security for the employee to stay at the hotel or near the site where the conference or meeting the employee is attending is being held.
<input type="checkbox"/>	Emergency travel arrangements prevent finding accommodations at or below federal per diem rates.
<input type="checkbox"/>	Remote locations with limited accommodations within a 15-mile radius prevent finding accommodations at or below federal per diem rates.

MEALS EXCEPTIONS TO TRAVEL ALLOWANCE PROCEDURE	
<input type="checkbox"/>	The employee attends a banquet at a conference or convention, the cost of which exceeds the meal allowance schedule.
<input type="checkbox"/>	Meals provided to employees in the course of entertaining guests or conducting business are allowable and excludable from wages if the expenses are ordinary & necessary & meet either the Directly-Related Test or Associated Entertainment Test described in the most current IRS Taxable Fringe Benefit Guide. All meals purchased under this provision may be approved at the discretion of the Director of Business Services.