

**TUSCALOOSA CITY BOARD OF EDUCATION
TRAVEL REIMBURSEMENT FORM**

| | | | | | | | | | |
|---|--|-------------|------|---------------------|-----------|--|-----|--------|--|
| NAME: | | | | HOME ADDRESS | | | | | |
| PURPOSE OF TRIP: | | | | | | | | | |
| DEPARTING TRIP | | | | | | | | | |
| FROM: | | | | TO: | | | | | |
| DEPARTURE DATE: | | | | DEPARTURE TIME: | | | | | |
| RETURN TRIP | | | | | | | | | |
| FROM: | | | | TO: | | | | | |
| RETURN DATE: | | | | RETURN TIME: | | | | | |
| MILEAGE – PERSONAL VEHICLE | | | | | | | | | |
| A. | TOTAL NUMBER OF MILES | | @. | P/M | \$ | | | | |
| OTHER EXPENSES (RECEIPTS MUST BE ATTACHED FOR B,C AND D) | | | | | | | | | |
| B. | AIRFARE, TRAIN, ETC. (IF ANY) | | | | | \$ | | | |
| C. | LODGING/HOTEL | # OF NIGHTS | X \$ | = | \$ | | | | |
| D. | OTHER EXPENSES (REGISTRATION, PARKING, ETC.) | | | | | \$ | | | |
| MEALS – OVERNIGHT TRAVEL | | | | | | | | | |
| REDUCE PER DIEM AMOUNTS LISTED BELOW FOR MEALS INCLUDED IN CONFERENCE | | | | | | | | | |
| | # OF ELIGIBLE BREAKFAST MEALS | | @ \$ | each = | \$ | | | | |
| | # OF ELIGIBLE LUNCH MEALS | | @ \$ | each = | \$ | | | | |
| | # OF ELIGIBLE DINNER MEALS | | @ \$ | each = | \$ | | | | |
| SUBTOTAL | | | | | | | | | |
| A. TOTAL MILEAGE | | | | | \$ | | | | |
| B. TOTAL TRANSPORTATION | | | | | \$ | | | | |
| C. TOTAL LODGING/HOTEL | | | | | \$ | | | | |
| D. TOTAL OTHER EXPENSE(S) | | | | | \$ | | | | |
| E. TOTAL MEAL PER DIEM | | | | | \$ | | | | |
| TOTAL OF ENTIRE EXPENSE | | | | | \$ | | | | |
| I CERTIFY THAT THE TRAVEL AND EXPENSE INDICATED HEREON WAS ACCOMPLISHED IN THE PERFORMANCE OF OFFICIAL DUTIES PURSUANT TO TRAVEL AUTHORITY GRANTED ME | | | | | | | | | |
| SIGNATURE OF TRAVELER: | | | | | | | | DATE: | |
| SIGNATURE OF PRINCIPAL/SUPERVISOR: | | | | DATE: ___/___/___ | | <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED | | | |
| SIGNATURE OF SUPERINTENDENT DESIGNEE: | | | | DATE: ___/___/___ | | <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED | | | |
| SIGNATURE OF CSFO: | | | | DATE: ___/___/___ | | <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED | | | |
| SOURCE OF FUNDS (OFFICE USE ONLY) | | | | | | | | | |
| FUND | ACCT | FUNCTION | OBJ | COST CTR | SOURCE | YR | PRG | SP USE | |

Forms that must be attached: 1) Approved Professional Leave Form
2) Conference Agenda
3) Maps printout of mileage

**Tuscaloosa City Schools
Procedures for Reimbursement of Travel Expenses**

APPROVALS

All persons eligible for travel and/or expense reimbursement must have prior approval. When Board funds will be used, written approval of the immediate supervisor and the superintendent or designee must be obtained. When local school funds are used, the approval of the immediate supervisor and the principal must be obtained.

INFORMATION REQUIRED

Claims for reimbursement must be made on travel reimbursement forms. The following information is required: name of traveler, date, destination, reason(s) for trip and other pertinent data as requested, as well as signatures of the employee and the immediate supervisor. A valid original receipt, which includes vendor name, must accompany all expenses except mileage and meals. Only itemized receipts should be submitted. A copy of the approved professional leave form, conference agenda and reimbursement agreement **must** be attached.

MILEAGE

Mileage for all personal vehicle travel will be reimbursed at the current Internal Revenue Service reimbursement rate. If two or more employees travel in the same vehicle, only one mileage claim will be reimbursed.

MEALS

In accordance with IRS guidelines, overnight stay is required to qualify for meal per diem. A per diem allowance will be used to reimburse employees for meals based on when they leave from/return to Tuscaloosa (please see chart below). Meal receipts should not be turned in as only the per diem allowance will be paid as follows for instate travel:

- (B) Breakfast \$ 11.00*
- (L) Lunch \$ 12.00*
- (D) Dinner \$ 23.00*
- (x) No per diem

| Day of Departure | | | Time of Departure | Day of Return | | |
|------------------|---|---|-------------------|---------------|---|---|
| B | L | D | 12:00am-06:30am | X | X | X |
| X | L | D | 06:30am-11:00am | B | X | X |
| X | X | D | 11:00am-01:30pm | B | X | X |
| X | X | D | 01:30pm-05:30pm | B | L | X |
| X | X | X | 05:30pm-07:30pm | B | L | X |
| X | X | X | 07:30pm-12:00am | B | L | X |

Out of State travel per diem rates can be found at www.gsa.gov/portal/content/104877

OVERNIGHT TRIPS

When employees travel to locations greater than 60 miles outside Tuscaloosa, which require overnight lodging, travel and lodging should be shared when possible. If a person not employed by the school system shares a room with an employee, the school system employee shall be eligible for reimbursement at the single room rate only. Guidelines for lodging should be in accordance with the current Internal Revenue Service allowances for travel. Reimbursement for personal items, entertainment and alcoholic drinks will not be made. Only necessary business calls, no personal calls, made to Tuscaloosa City Schools will be reimbursed. Hotel shuttles, etc. should be used for transportation when possible. The use of a rental vehicle is discouraged; however, if absolutely necessary for business purposes, a compact or subcompact vehicle should be used. The board will not reimburse personal travel outside the purpose of the trip.

ITINERANT TRAVEL

Employees required to travel, on a continuing basis from school to school or work site to work site in their personal vehicle, as required by their job, shall be paid mileage at the current IRS reimbursement rate as specified below:

Employees assigned to teach classes at two or more different campuses during the same day may claim one-way-only between schools. Employees who are assigned to work all day at different schools or work sites on alternate days are not entitled to mileage. Reimbursement for itinerant travel will be paid monthly on travel reimbursement forms, which have been signed by the employee and the employee's supervisor.

The board will not make cash advances for travel expenses.

*Subject to change