

Franklin County Public Schools

TRAVEL CLAIM

NAME: _____ SCHOOL: Central Office MONTH ENDING _____

ADDRESS: _____ POSITION _____

CITY/ST/ZIP: _____

DATE	FROM	TO	PRIVATE AUTO		TOLL	MEALS (See page 2)			MEAL TIPS	See Page 2		
			MILES	AMOUNT		B	L	D		ROOM	OTHER	TOTAL
TOTALS												

I hereby certify that all items of expense included in the above statement were incurred by an employee of the Franklin County Board of Education in the discharge of official business; that they are proper charges against the Franklin County Board of Education; and that all data furnished herewith are true and correct to the best of my knowledge.

Signed: _____ Date: _____ Approved _____ Date: _____

MUNIS CODE: _____ - _____ - 0580

(Munis Code must be completed before submitting for approval).

Franklin County Public Schools
TRAVEL CLAIM

Include all expenses not included on page one including, but not limited to, plane fare, taxi, tips (not to exceed 15%), registration fees, etc.

DATE	DESCRIPTION OF OTHER EXPENSE	AMOUNT
	TOTAL	\$

TRAVEL POLICY

Travel shall be paid for actual expense within the following limits:

a) Travel-must be accompanied by DETAILED receipts (not credit card receipt):

- | | |
|--|-------------------------------|
| 1. Mileage (automobile)----- | See current State Rate |
| 2. Air fare ----- | Full amount (coach ride) |
| 3. Parking ----- | Full amount (no valet) |
| 4. Taxi ----- | Full amount (plus 15% tip) |
| 5. Car rental ----- | Full amount (mid size auto) |
| 6. Tolls (none for District vehicles being operated in state in an official capacity)- | Full amount |
| 7. Baggage | Full amount (limit of 2 bags) |

b) Meals shall only be reimbursed for overnight stays. **Maximum allowable food expenditure for a 24 hour day stay shall be \$30 (plus 15% tip) in normal area travel and \$50 (plus 15% tip) for high rate area travel.** (Special allowances may be made for banquets which exceed the above limits.) All meals require a DETAILED receipt (not a credit card receipt).

<u>Meals</u>	<u>Normal</u>	<u>High Rate Area</u>
Breakfast	\$7.00 plus tip (15%)	Breakfast \$10.00 plus tip (15%)
Lunch	\$8.00 plus tip (15%)	Lunch \$15.00 plus tip (15%)
Dinner	\$15.00 plus tip (15%)	Dinner \$25.00 plus tip (15%)

c) Room- not to exceed single rate- requires a DETAILED receipt (not a credit card receipt).

d) All travel shall originate from the employee's school or the Central Office.

Review/Revised:7/10/2017