



# Travel Request and Claim Form

## PRE-APPROVAL

This section must be completed **PRIOR** to traveling.

Name		Position		<input type="checkbox"/> Classified <input type="checkbox"/> Certificated	
School/location		Contact phone #			
Meeting/conference name		Meeting city/state			
Departure date	Departure time	Return date	Return time		
<input type="checkbox"/> Day travel <input type="checkbox"/> Overnight travel					
Sub needed? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, what date(s)?			
Estimate of Expenses (complete estimate on page 2 and include here; report actual below)					Total estimate: \$
Budget code					

### Required pre-approval signatures:

Employee	Date
Principal/Supervisor	Date
Superintendent or Business Manager	Date

## ACTUAL EXPENSES

This section must be completed **AFTER** traveling:

- Must be completed and submitted within 5 days of travel return date.
- Staple all itemized receipts to this form. Only reimbursable claims allowed.

Actual depart date	Actual depart time			Actual return date			Actual return time	
Actual costs	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Lodging								
Registration*								
Transportation								
Taxi, Parking								
Mileage	From:		To:		Miles:		x Rate:	
*Agenda or registration required for reimbursement								SUBTOTAL

### To be completed by Accounting: per diem calculation

Breakfast								
Lunch								
Dinner								
Incidental								
								PER DIEM TOTAL
								GRAND TOTAL

I hereby certify, under penalty of perjury, that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received on account thereof. I have also read and understand Manson SD travel procedure 6213.

Employee	Date
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# Employee Estimate of Expenses & Information

## ESTIMATE

To be completed by employee.

Estimated costs	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Lodging								
Registration								
Transportation*								
Taxi, parking, other (gratuity up to 15%)								
Mileage on personal vehicle								
Breakfast (see per diem)								
Lunch (see per diem)								
Dinner (see per diem)								
<b>TOTAL (to be reported on page 1 - Estimate of Expenses)</b>								

\*Method of travel:  Air  District vehicle  Bus  Rental car

## INFORMATION

### Per Diem:

- For specific per diem rates, visit [www.gsa.gov](http://www.gsa.gov).  
Scroll to PER DIEM tab; type in State & City; click "Next;" click on "Look Up Rates;" use the "M&IE" rate column (Meals and Incidental Expenses).
- You are eligible for per diem when you perform official travel away from the district.
- A copy of the registration and/or agenda must be attached to receive per diem.
- Per diem amount will be adjusted based on date and time of travel, and for meals included or added to conference or training. **You are eligible for per diem if you:**

	Depart by:	Return after:
Breakfast	6:00 a.m.	n/a
Lunch	11:30 a.m.	1:30 p.m.
Dinner	n/a	6:00 p.m.
Incidentals	Overnight travel only	

- Do not use your Manson SD procurement card (BMO) for meals.
- If you charge meals to your hotel room, you must personally pay for the meal charges upon checkout.
- You are NOT required to turn in receipts for meals.