



CANTON PUBLIC SCHOOL DISTRICT

Office of Business and Finance

Tony Foster
Director

Tracy Lewis
Assistant Director

Canton Public School District

Attach Checklist for Travel Reimbursement

***Mileage rate .67 ***

1. ____ Completed Travel Reimbursement Form signed by employee.
2. ____ A copy of the Professional Leave Activity Form signed by Principal/Supervisor and approved by the Superintendent.
3. ____ Letterhead receipt for registration fee.
4. ____ Hotel reservation confirmation letter (if applicable).
5. ____ Agenda from conference **and** name badge, photo of sign in log, and/or certificate of attendance.
6. ____ Attached MapQuest with the driving directions from your beginning point to your destination, round trip.
7. ____ Hotel receipt with employee signature.
8. ____ Air travel, boarding passes (round trip) and baggage receipt for checked luggage.
9. ____ Shuttle/taxi receipts from airport to hotel, round trip.
10. ____ In district travel, include points of travel MapQuest (no other documents required).

*****Meals will only be reimbursed up to the daily maximum rate of \$59.00 per day,**

unless considered a high cost area based on dfa.gov allowable amount.***

Administrative Assistant Signature _____ Date _____