



Purchase Order # _____

Los Alamos Public Schools Travel & Reimbursement Request Worksheet

SECTION I:

COMPLETE PRIOR TO TRAVEL

Name: _____ School/Dept.: _____

Name of Conference/Meeting: _____ Dates of Event: _____

Event Location: City: _____ State: _____ Funding Source/Acct code: _____

(Attach agenda or flyer with your request to travel)

BEFORE TRAVEL, ENTER EXPECTED DEPARTURE/RETURN DATES/TIMES:

Departure Location/Date/Time _____/_____/_____ am pm Return to Location/Date/Time _____/_____/_____ am pm

Estimated Costs for Conference and Transportation

Employee

Business Office

Table with 3 columns: Expense Category, Employee, Business Office. Rows include Conference Fee, Transportation, Airfare, Ground Transportation, Parking, tolls, etc., and Private Vehicle Mileage.

Estimated costs for Meals/Lodging

CHOOSE EITHER PER DIEM FOR MEALS/LODGING OR ACTUALS FOR MEALS/LODGING

Table for meal and lodging options. Includes checkboxes for 'Meals/Lodging Expenses to be Reimbursed on Per Diem Basis' and 'Meals/Lodging Expenses to be Reimbursed Based on Actual Expenses'.

Traveler Signature/Date

Supervisor Signature/Date

Supt or Designee Signature/Date (if required)

SECTION II: COMPLETE AFTER TRAVEL

- Checklist items: Complete Travel Expense Worksheet Entirely, Review Post-Travel Procedures, Submit to Accounts Payable for Payment, Incomplete or Incorrect paperwork will be returned—with a delay of your reimbursement