



Gulfport School District Out of District Travel Expense Voucher

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|---------------------|-----------------|
| NAME: | TODAY'S DATE: |
| DESTINATION: | DEPARTURE DATE: |
| PURPOSE OF TRIP: | |
| EXPENDITURE CODE: | |
| APPROVAL SIGNATURE: | |

ESTIMATED EXPENSES

If driving, enter number of roundtrip miles here _____. _____ per mile. Mileage Expense _____

| DATE | LODGING (receipt required) | MEAL PER DIEM | MILEAGE EXPENSE | LIST OTHER EXPENSES (taxi, baggage, airfare, etc.) | AMOUNT OF OTHER EXPENSES (receipt required) | Total |
|---------------|-------------------------------|------------------|--------------------|---|--|-------|
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| NOTES: | | | | ESTIMATED GRAND TOTAL | | |

By my signature, I certify that all expenditures will be incurred as stated in the performance of school business.

Signature

ACTUAL EXPENSES

If you drove, enter number of roundtrip miles here _____. _____ per mile. Mileage Expense _____

| DATE | LODGING (receipt required) | MEAL PER DIEM | MILEAGE EXPENSE | LIST OTHER EXPENSES (taxi, baggage, airfare, etc.) | AMOUNT OF OTHER EXPENSES (receipt required) | Total |
|---------------|-------------------------------|------------------|--------------------|---|--|-------|
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| NOTES: | | | | ACTUAL GRAND TOTAL | | |

By my signature, I certify that all expenditures will be incurred as stated in the performance of school business.

Signature

RECONCILIATION - For Finance use only

Amount of Advance/Check # _____/_____ Actual Expenses Grand Total _____

Amount Due Employee/Check # _____/_____ Amount Returned/Receipt # _____/_____

Verified by _____ (Finance)

TRAVEL PROCEDURE – OUT OF DISTRICT

The Board of Trustees shall reimburse employee expenses incurred in the performance of duties (Legal Ref Mississippi Code, 25-3-41; School Policies DJD, GBRF, GCRE). The following regulations will determine in the individual's reimbursement for travel **outside the school district**.

LODGING When employee lodging costs are required in the course of overnight travel, employees shall be reimbursed for actual expenses. **A hotel receipt, itemizing all costs, must be submitted. All receipts must reflect a \$0.00 balance.** Canceled checks are not considered a receipt.

MEAL PER DIEM Meal allowance includes state tax. Meal allowances shall begin with the first regularly scheduled meal after departure and end with the last regularly scheduled meal before return.

Receipts for the meal per diem are not required.

With prior approval, the meal allowances may be exceeded for trips to high cost cities, as designated in <http://www.dfa.ms.gov/media/4571/2017-converted-rates.pdf>. **The District will not reimburse employees for meal expenses when said expenses do not occur in conjunction with overnight travel expenses away from the District. (District Policy DJD)**

MILEAGE Reimbursement for travel by private vehicle will be at the rate of **70** cents per mile (approved by the Board of Trustees on February 3, 2025) with a 10% allowance for local travel at destination. Google Maps (www.google.com/maps) will be used to determine mileage, and no receipts are required. The school system will not be responsible for accidents or liable for damages incurred while traveling by private vehicle. Receipts for parking fees and tolls may be submitted upon return for reimbursement.

OTHER EXPENSES Other expenses can include taxi, baggage, airfare, parking.

Transportation by a commercial carrier (air, bus, taxi, etc.) will be paid by school district and **receipts are required**. Air travel is limited to coach fare unless specifically authorized by the Superintendent or designee. Two quotes are required. Approval of most economical transportation must be obtained prior to making reservations.

Registration fees for conferences or workshops shall be paid, provided receipts for the amounts paid accompany the request for reimbursement. Canceled checks are not considered a receipt.

LEAVE FORM

Employees requesting a travel advance must submit an approved leave form with the supervisor's signature along with the travel voucher request.

AGENDA

Employees attending a conference, workshop, etc. must also submit an agenda with the travel voucher request and approved leave form.

TIMELINE

Requisitions for expense advances (travel voucher) **must be received in the business office ten (10) working days prior to departure. Reconciliation must be completed within ten (10) days after completion of trip.**