

APPROVED TRAVEL REIMBURSEMENT FORM TO BE SUBMITTED TO BUSINESS OFFICE


JEFFERSON CITY SCHOOL DISTRICT
 TRAVEL REIMBURSEMENT REQUEST

Name:

Address:

Phone Number:

School Name

Title PURPOSE:

Code - For Jefferson City School District use ONLY:

MILEAGE	START / END	DATE	MILES	RATE	AMOUNT
TO:				\$0.65	\$ -
FROM:				\$0.65	\$ -
TOTAL					\$ -

MEAL PER DIEM	DATE	Travel status - Partial Day/Partial Meals - (\$45)	Travel status - All Day (\$65)	AMOUNT
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL				\$ -

MISCELLANEOUS	EXAMPLE: TAXI, PARKING, HOTEL, REGISTRATION	DATE	DESCRIPTION	AMOUNT
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL				\$ -
REQUESTED TOTAL				\$ -

I hereby certify the above claim is correct, that the expenses were necessary to conduct district business, that payment has been made from personal funds for which I have not been reimbursed, nor will I receive from any other source payment for these expenses.

Claimant signature

Date

Approval Signature

Date

LEA signature

Date

MILEAGE

Enter the start point, your destination city and the number of miles traveled.
 Mileage claimed shall be the lesser of the mileage from the employee's building of employment or the employee's home.

MEAL PER DIEM

To qualify for meal per diem reimbursement all meal costs must be personally paid

Itemized receipts are NOT required.

Partial per diem available when travel status starts after 9:00 a.m. and ends before 5:00 p.m.

Partial per diem available when Sponsor provided portion of meals at event

Enter each day of travel and the amount of per diem owed

Attach a copy of the Event agenda showing which meals were not provided - REQUIRED

MEALS

If choosing not to use Per Diem, individual meal limits should not exceed \$10.00 for breakfast, \$20.00 for lunch or \$35.00 for dinner.

Receipts are required, tips are included.

Miscellaneous

After completing this form, please print it and get your supervisors' signature. Attach all receipts (if required) and email to Caitlin.Wieberg@jcschools.us