South Whidbey School District #206
OVERNIGHT TRAVEL EXPENSE REIMBURSEMENT FORM

Employee Name_____Date_____

Purpose of Travel_____

Private Auto Miles

From_____to_____ _____miles @____cents per mile $_____
Please check website for current rate

Date and Time of Departure: _____ _____am/pm

Date and Time of Return: _____ _____am/pm

Per Meal Entitlement

Documentation proving which meals were(n't) provided in the cost of registration is required. This is most commonly a copy of the agenda and registration. Breakfast is not reimbursed if your hotel provides a continental breakfast. Receipts are not required for per meal entitlement reimbursement. Please check website for current rate

Date	Breakfast	Lunch	Dinner	
Totals	$	$	$	$

Original Receipts Required

Description	Explanation	
Lodging		$
Registration		$
Parking/Ferry Tolls		$
Other		$

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 by me on account thereof. I also certify under penalty of perjury that I have not acquired any personal benefits such as rebates, frequent flyer miles or other personal gift points for expenses that are being reimbursed by the South Whidbey School District as a direct result of any or all expenses incurred. I also hereby certify under penalty of perjury that I have a valid driver's license and have current minimum auto insurance required by the State of Washington.

Balance $

_____ ____/____/____
Employee Signature Date

_____ ____/____/____
Supervisor Signature Date

_____ ____/____/____
District Office Approval Date

Account Codes *	Amount

*ACCOUNT CODE MUST BE LISTED OR FORM WILL BE RETURNED

Reimbursement for Travel Expense Guidelines:

A. Certified claims should be completed in ink (no pencils!) and submitted to the business office by the 5th of any month for payment that month.

B. Documentation of purchases must include a detailed list of the items and proof of payment.

C. Gratuity will be reimbursed up to 15%

D. For overnight travel, meals are reimbursed at the per meal entitlement and do not require receipts. Only meals that are not part of the registration or provided by the hotel (such as a continental breakfast) will be reimbursed. Receipts are required if you are asking to be reimbursed for amounts over the per meal entitlement.

Guidelines for proof of payment for documentation purposes includes:

1. The receipt or paid in full invoice must be an original.

2. The vendor or individual seller and address must be clearly identified on the cash receipt or invoice.

3. The product purchased must be clearly identified on the receipt or paid in full invoice.

4. The purchase date must be clearly identified on the receipt or paid in full invoice.

5. Packing lists are not valid proof of payment, but should be attached to the receipt or invoice if the item was purchased through mail order.

6. If the item was purchased using a credit card, please provide the receipt that identifies the product.

7. For book club orders, a copy of the check and order form will constitute a receipt.