CLARKSDALE MUNICIPAL SCHOOL DISTRICT

TRAVEL REIMBURSEMENT REQUEST FORM

Official Travel Expense Reimbursement Voucher

EMPLOYEE INFORMATION

Employee Name: _____
Employee ID: _____
School / Department: _____
Position / Title: _____
Supervisor: _____
Date Submitted: _____

TRAVEL INFORMATION

Meeting / Conference / Event: _____
Travel Destination: _____
Travel Dates:
From _____ To _____

EXPENSE REIMBURSEMENT REQUEST

EXPENSE CATEGORY	DESCRIPTION	AMOUNT
Meals	Approved Meal Expenses	$ _____
Lodging	Personally Paid (Pre-Approved)	$ _____
Personal Vehicle Mileage	Miles × Current CMSD Mileage Rate ($0.725 per mile)	$ _____
Public Transportation	Taxi, Shuttle, Airline, etc.	$ _____
Parking Fees	Receipts Required	$ _____
Tolls	Receipts Required	$ _____
Other Approved Expenses	_____	$ _____
TOTAL REIMBURSEMENT REQUESTED		$ _____

OVERNIGHT TRAVEL

☐ Overnight Stay Required
Location of Lodging: _____
Number of Nights: _____

REQUIRED DOCUMENTATION

Attach the following:

☐ Conference Registration
☐ Agenda / Program
☐ Hotel Receipt
☐ Mileage Documentation
☐ Airline Receipt
☐ Parking / Toll Receipts
☐ Other Supporting Documentation

EMPLOYEE CERTIFICATION

I certify that the travel expenses submitted on this reimbursement request are accurate, were incurred during official CMSD business, and have not been previously reimbursed.

Employee Signature: _____
Date: _____

SUPERVISOR APPROVAL

Supervisor Signature: _____
Date: _____
Comments: _____

BUSINESS OFFICE REVIEW

Reviewed By: _____
Date: _____
Amount Approved: $ _____
Budget Code: _____

FINAL APPROVAL

DIRECTOR / DEPARTMENT HEAD

Signature: _____
Date: _____

SUPERINTENDENT OR DESIGNEE

Signature: _____
Date: _____

BUSINESS OFFICE USE ONLY

Check Number: _____
Date Paid: _____
Finance Officer Initials: _____

CMSD CERTIFICATION

This reimbursement request must be accompanied by all required receipts and supporting documentation. Reimbursement will be processed in accordance with Clarksdale Municipal School District travel policies and applicable Mississippi Department of Education regulations.

ACCOUNTABILITY | ACCURACY | COMPLIANCE | SERVICE

Every Student. Every Need.