Phenix City Board of Education
Travel Reimbursement Form

Name:	Request before travel (2 week s before travel)
Purpose of Trip:	Reimburse after travel
DEPARTING TRIP	
From:	To:
Departure Date:	Departure Time:
RETURN TRIP	
From:	To:
Return Date:	Return Time:

MILEAGE – Personal Vehicle

A.	**TOTAL NUMBER OF MILES**		**@.76 P/M**	**$**

Other Expenses (Receipts must be attached for B,C and D)

B.	Airfare, Train, Uber, Lyft etc. (if any)				**$**
C.	Lodging/Hotel	# of nights		X $ =	**$**
D.	Other Expenses (registration, **parking**, etc.)				**$**

MEALS

	One day travel		@ $ 25.00	each =	**$**
	Travel day (First and Last Day)		@ $ 37.50	each =	**$**
	Full Conference Day		@ $ 75.00	each =	**$**
				SUBTOTAL	

A. TOTAL MILEAGE	**$**
B. TOTAL TRANSPORTATION	**$**
C. TOTAL LODGING/HOTEL	**$**
D. TOTAL OTHER EXPENSE(S)	**$**
E. TOTAL MEAL PER DIEM	**$**
TOTAL OF ENTIRE EXPENSE	**$**

I certify that the travel and expense indicated hereon was accomplished in the performance of official duties pursuant to travel authority granted me

Signature of Traveler:		Date:

Signature of Principal/Supervisor:		Date:	☐ Approved ☐ Denied
Signature of Superintendent Designee:		Date:	☐ Approved ☐ Denied

Source of Funds (office use only)

Fund	Acct	Function	OBJ	Cost Ctr	Source	YR	PRG	SP USE

Forms that must be attached: **1) Approved Professional Leave Form**
2) Conference Agenda
3) Maps printout of mileage

Phenix City Schools
Procedures for Reimbursement of Travel Expenses

APPROVALS

All persons eligible for travel and/or expense reimbursement must have prior approval. When Board funds will be used, written approval of the immediate supervisor and the superintendent or designee must be obtained. When local school funds are used, the approval of the immediate supervisor and the principal must be obtained.

INFORMATION REQUIRED

Claims for reimbursement must be made on travel reimbursement forms. The following information is required: name of traveler, date, destination, reason(s) for trip and other pertinent data as requested, as well as signatures of the employee and the immediate supervisor. A valid original receipt, which includes vendor name, must accompany all expenses except mileage and meals. Only itemized receipts should be submitted. A copy of the approved professional leave form, conference agenda and reimbursement agreement must be attached.

MILEAGE

Mileage for all personal vehicle travel will be reimbursed at the current Internal Revenue Service reimbursement rate. If two or more employees travel in the same vehicle, only one mileage claim will be reimbursed.

OVERNIGHT TRIPS

When employees travel to locations greater than 60 miles outside Phenix City, which require overnight lodging, travel and lodging may be shared when possible. If a person not employed by the school system shares a room with an employee, the school system employee shall be eligible for reimbursement at the single room rate only. Guidelines for lodging should be in accordance with the current Internal Revenue Service allowances for travel. Reimbursement for personal items, entertainment and alcoholic drinks will not be made. Only necessary business calls, no personal calls, made to Phenix City Schools will be reimbursed. Hotel shuttles, etc. should be used for transportation when possible. The use of a rental vehicle is discouraged; however, if absolutely necessary for business purposes, a compact or subcompact vehicle should be used. The board will not reimburse personal travel outside the purpose of the trip.