Travel Reimbursement Request Checklist

*****Items missing are checked*****

	Use Current Form (For Travel ON or AFTER January 1, 2026)
	** **Note 72.5 cents per mile increase Jan. 1, 2026**
	Professional Leave Request Form (PLR)
	Conference Schedule
	Mileage Calculation from Google Maps or MapQuest
	** Must be exact number of miles stated on the above
	Employee Signature
	Supervisor Signature
	Associate Superintendent or Superintendent Signature on PLR
	Account Distribution - Account #/Amount/Approval **(initialed by bookkeeper)**
	Reason for Trip
	Must be completed electronically
	Detailed Hotel Receipt (even if paid with credit card)
	Registration Confirmation (even if paid with credit card)
	Flight Itinerary (even if paid with credit card)

Please complete missing items and return to Tish in Finance for processing.