

**REQUEST FOR TRAVEL REIMBURSEMENT**

(Submit Receipts within 30 days of Travel to the Business Office)

A Purchase Order must be in place prior to the conference/travel in order for reimbursement to be processed.

Name: \_\_\_\_\_ Purchase Order #: \_\_\_\_\_

Conference/Workshop: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

**(PROOF OF ATTENDANCE REQUIRED) ie. Sign in sheet, meeting minutes, certificate of completion)**

*ITEMIZED REIMBURSEMENTS-All original itemized receipts must be attached. Reimbursements will not be approved with copies of receipts. In circumstances where a personal check or credit card was used, a copy of the cancelled check, front and back, or credit card statement will be acceptable. Proper types of receipts include:*

- a. Store register tapes showing the store name, description, and date
- b. Invoices on company letterhead listing your name as the purchaser and stamped paid in full
- c. Copy of the front and back of the cancelled check along with an order form or registration form
- d. Itemized hotel bills are required--no reimbursement will be made on a credit card receipt
- e. A single meal receipt submitted for more than one diner must list the people served and their organization

Meals	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
**Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Meals (may not exceed federal guidelines) \$ \_\_\_\_\_

Total Travel (Airfare, tolls, taxi, etc.) \$ \_\_\_\_\_

Total Hotel (per federal guidelines) \$ \_\_\_\_\_

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Total Mileage: \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
Mileage Rate

Attach a computer generated mileage report (e.g. Map Quest, Google Maps). **Maximum** round trip mileage reimbursement is from the school to your destination. **Should your point of departure/return be closer to the district, adjust the report to only reflect mileage traveled.**

IRS *Mile Reimbursement Rate*

**Mileage traveled 1/1/24 through 12/31/24 = 67 cents**

**Total Amount of Requested Reimbursement = \$ \_\_\_\_\_**

Employee signature attests that **reasonable, actual and necessary** expenses have been incurred and mileage driven.

Employee Signature: \_\_\_\_\_

Date

Signature of Administrator: \_\_\_\_\_

Date

District Policy 6830 outlines reimbursement and reimbursement regulations, [www.northsalemshools.org](http://www.northsalemshools.org) under Board of Education Policy. Meal/lodging reimbursements rates are based on federal guidelines, <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Review the policy and know the rates before you travel. The daily meal allowance may not be combined into one meal.

Pre-approval for air travel is required and boarding pass must be submitted for reimbursement.