ame		Purchase Order					
ate	Destination/Purpose	Miles Traveled	Jan 1, 2024 Travel Cost miles .67 cents	Meals* Not to exceed \$50.day for overnight or \$20 day for day trips out of county	Lodging*	Registration Misc./Other*	Daily Tota
	TOTALS:						
ceipt F	Required	Regula	tions and Instr	ructions			
	ROVAL on Professional Meeting/Change of requesting lodging, meals, mileage, parking the professional Meeting/Change of requesting logical means are requested.				he following:		
ollowin All mont those th Any rep	ng procedures should be followed in ord thly travel should be turned in by the last we that may be sick or unable to turn in a repo orts for travel turned in later than one mon	der to receit vorking day rt. reports v	ve credit for externation of each month. (in will be accepted up	nded service and to nolude map quest fo to one month later.	or out of town	trips)	
ll origina	or expense reimbursement: al receipts must be attached for meals, Re	imburseme	ent for gratuities v	vill not exceed 15%	%. Unless pa	rty of 8 or more	18%
	EIPTS NEED TO BE ITEMIZED lodging, ries (and/or facsimiles) cancelled checks (fi				accepted for	r reimbursement	t.
/lileage	is limited to 500 miles round trip. Travel is bying items will not be honored for reimbur	from schoo	I to designation &	return to school. (In	clude map	quest for out of	town tri

Date

Signature, Employee