

MONTHLY EXPENSE REIMBURSEMENT AND APPROVED MEETING/CHANGE OF DUTY FORM

Name _____ Purchase Order _____

Date	Destination/Purpose	Miles Traveled	Jan 1, 2023 Travel Cost miles .655cents	Meals* Not to exceed \$50.day for overnight or \$20 day for day trips out of county	Lodging*	Registration Misc./Other*	Daily Total
TOTALS:							

***Receipt Required** **Regulations and Instructions**
PRIOR APPROVAL on Professional Meeting/Change of Duty form must be completed and approved for the following:
 A. All staff requesting lodging, meals, mileage, parking and registration for any trip.
The following procedures should be followed in order to receive credit for extended service and travel:
 A. All monthly travel should be turned in by the last working day of each month. (include map quest for out of town trips) those that may be sick or unable to turn in a report. reports will be accepted up to one month later.
 B. Any reports for travel turned in later than one month will be null and void for credit accrued expenses.
Guidelines for expense reimbursement:
 A. *All original receipts must be attached for meals, **Reimbursement for gratuities will not exceed 15%**. Unless party of 8 or more 18%
ALL RECEIPTS NEED TO BE ITEMIZED lodging, registration, parking/tolls and other requests.
 Photocopies (and/or facsimiles) cancelled checks (front and back) and credit card statements will be accepted for reimbursement.
 B. Mileage is limited to 500 miles round trip. Travel is from school to designation & return to school. **(Include map quest** for out of town trips)
 C. The following items will not be honored for reimbursement: personal phone calls, room service fees, movies, alcoholic beverages, etc.

I hereby certify that all expenses listed above are justifiable and was actually incurred by myself and/or those individuals listed here in.

Signature, Employee

Date

Signature, Administrator/Supervisor

Date

Revised 1/3/2016