

TRAVEL CLAIM

College Community School District

Claimant's Name (please print): _____

Meeting/Conference: _____

City/State: _____

Travel Date(s): _____

Was school vehicle used? Yes _____ No _____

Date	Breakfast	Lunch	Dinner	Lodging	Mileage*	Other**	Daily Total
						TOTAL CLAIM	\$ _____
						***Less Additional Exp. (Spouse/Child)	-
						NET CLAIM	\$ _____

Maximum reimbursement for meals each day is \$50.00 (not cumulative).
Meal receipts **MUST** be detailed.

* Mileage: _____ miles paid at the current state rate. Currently .50 per mile

** Explain "Other" expenses below:

<u>Item</u>	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____

Claimant's Signature

Account Number (required)

Supervisor's Approval (required)

DETAILED RECEIPTS FOR ALL CLAIMED EXPENSES MUST BE ATTACHED

For instructions see reverse side

***Any additional expenses incurred because the employee's spouse and/or dependents accompanied the employee on this trip have been paid by the employee and deducted from this expense claim.

Signed _____

Dated _____

DIRECTIONS FOR COMPLETING TRAVEL CLAIM

GENERAL INSTRUCTIONS: The purpose of this form is to get a complete, accurate and concise accounting of a travel claim. A travel claim form should be obtained when requesting approval prior to a trip. List only those expenses for which you have personally paid and are requesting reimbursement. A separate claim form should be completed for each trip taken.

Receipts for all claimed expenses **must** be attached in order to be reimbursed.

SPECIFIC INSTRUCTIONS:

1. Complete the top five lines describing the trip.
2. Itemize each day's expenses on one line.
3. **Meals:** Itemize the cost of each meal separately by date. The maximum amount reimbursed for meals in any one day is \$50.00 (which does not include tax or tip and is not cumulative). Maximum tip to be reimbursed is no more than 20%. Itemized meal receipts must be attached to this travel claim. Meal receipts showing only the total charge will not be accepted. Reimbursement for meals will not be made unless the travel is associated with an overnight stay in accordance with the IRS regulations Board Policy 401.12. IRS regulations designate meals as breakfast, lunch and dinner. Non meal time snacks, grocery items and personal items (ie: toothpaste, Tylenol, gum, and, Band-aids, etc) are generally not reimbursable. Non-alcoholic beverages served with meals will be reimbursed. As a general rule, meals that are provided as part of the conference registration are considered the meal covered by the District and an additional reimbursement should not be requested.
4. **Lodging:** Arrangements for lodging should be made through your building office/department. If individuals other than school employees (e.g. spouses or children) stay in the room, the employee shall pay any and all additional costs incurred. Receipt for lodging paid by claimant must be attached to this travel claim.
5. **Internet access:** Only when necessary to conduct school business during an overnight stay an employee may be reimbursed for hotel internet access. A hotel receipt or personal credit card statement detailing the charge must be attached. Please take advantage of complimentary wi-fi access provided by many businesses or use a device not requiring paid access whenever possible.
6. **Mileage:** Compute reimbursement for mileage from use of personal vehicle and record in "Mileage" column. **All employees shall endeavor to coordinate rides with other employees on those trips that qualify for mileage reimbursement. The District will not reimburse mileage/parking to multiple employees who have traveled to the same event and who have not coordinated travel.**
7. **Other:** Itemize and describe any other travel expenses incurred (e.g. airfare, cab fare, parking fees, registration fees) on lines provided and record in "Other" column. Receipts must be attached to this travel claim. **Extraneous expenses such as phone calls, alcoholic beverages, movies, etc., will not be reimbursed.**
8. Subtotal each day's expenses in the right-hand column and place grand total for this claim in the lower box.
9. Sign travel claim, provide account code and obtain supervisor's signature **before** returning to the business office. Verifying receipts or credit card statements for all claimed expenses must accompany travel claim form.