

**TRAVEL AND EXPENSE
REIMBURSEMENT REQUEST**

INSTRUCTIONS:

- An approved electronic school business request must be approved before expenses are considered for reimbursement.
- District employees must complete this form to receive a reimbursement.
- The per diem rate for a participant's meals, including tips, is \$25.00 per day without receipts.
- If receipts for meals are included, up to \$35.00 per day is reimbursable. (In areas where costs may exceed those rates, a higher amount may be approved. Prior approval is required.) Receipts must show what was ordered.

Name/Position of Employee _____ / _____

School Building/Department _____

Date(s) of Event _____

Name of Event _____ Location of Event _____

Paid by Employee:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Registration Fees								
Transportation (Including parking/tips)								
Automobile Mileage (Current IRS rate applied)								
Hotel or Lodging (Including tips)								
Meals (Including tips)								
TOTAL								

TO BE COMPLETED BY BUSINESS OFFICE

Due Employee	\$
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TO BE COMPLETED BY SCHOOL/DEPARTMENT PAYING REIMBURSEMENT

Choose the school/department account the reimbursement is to come from and the signature of the school/department responsible for payment.

School/Department account number (non PDC funds) _____ - _____ - _____ - _____ - _____ - _____ - _____

Principal/Supervisor signature: _____ Date _____

School PDC account number _____ - _____ - _____ - _____ - _____ - _____ - _____

PDC Chair signature: _____ Date _____

District PDC account number _____ - _____ - _____ - _____ - _____ - _____ - _____

Director of Professional Development signature: _____ Date _____

Send this completed form to the Office of Professional Development
Include all required receipts. (Please do not put tape of any kind on receipts)