

Beresford School District #61-2  
Request for Travel Expenses

To be turned in to the Business Office following the approved trip. All requests for expense allowance must be turned in no later than one (1) week following the days that expenses were incurred in order to be considered for payment.

Person Making Request: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Event or Trip: \_\_\_\_\_

Event Begins: \_\_\_\_\_ Event Ends: \_\_\_\_\_ Place of Event: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_  AM  PM

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_  AM  PM

**Meals {receipts must be attached}.**

*Breakfasts - must leave before 5:31 a.m.; return after 7:59 a.m.; Lunches - must leave before 11:31 a.m.; return after 12:59 p.m.; Dinners - must leave before 5:31 p.m.; return after 7:59 p.m.*

# of Breakfasts: \_\_\_\_\_ Maximum Allowed - \$6.00 Amount: \_\_\_\_\_

# of Lunches: \_\_\_\_\_ Maximum Allowed - \$10.00 Amount: \_\_\_\_\_

# of Dinners: \_\_\_\_\_ Maximum Allowed - \$13.00 Amount: \_\_\_\_\_

Total Meals: \_\_\_\_\_

**Lodging {receipt must be attached}.**

# Nights: \_\_\_\_\_ @ \_\_\_\_\_ Total Lodging Expense: \_\_\_\_\_

**Mileage**

{\$.23 per mile when at employee's discretion}

# Miles: \_\_\_\_\_ @ \$.42 per mile Total Mileage Expense: \_\_\_\_\_

# Miles: \_\_\_\_\_ @ \$.23 per mile Total Mileage Expense: \_\_\_\_\_

**Other Expenses - Not Supplies!**

All other legitimate expenses such as registration fees, etc.

Please itemize:

\_\_\_\_\_  
Request Signature

Total Expenses: