

Travel/ Expense Claim Form



Cle Elum-Roslyn
SCHOOL DISTRICT

Employee Name: _____

School Position: _____

Date	Start Destination Address	End Destination Address	Miles	Event / Purpose

*Figure miles using Google Maps**	Total Miles _____
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ITEMIZED RECEIPTS MUST BE ATTACHED (CREDIT CARD SLIPS THAT SHOW A TOTAL ONLY ARE NOT ACCEPTABLE) FOR ALL CLAIMED EXPENSES Copy of Registration Required.
Request government rate or conference rate, whichever is lower for overnight lodging www.gsa.gov/ponal/category/100120

Date	TYPE OF EXPENSE/ PURPOSE	AMOUNT	ACCOUNT CODE / PURCHASE ORDER#
Total Expenses			_____

TOTAL MILES: _____ @\$.655 PER MILE (eff. 1/1/23)
TOTAL MILE EXPENSES: _____
TOTAL EXPENSES: _____

<p>CERTIFICATION: I hereby certify under penalty of perjury: that this is a true and correct claim for necessary expenses incurred during the conduct of official school business. That no payment has been received by me on account thereof; that no rebate of any character, kind or description has been made to me by any person or persons furnishing any of said transportation or subsistence; that the expenses charged were actually and necessarily incurred and paid by me in lawful money.</p>
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SIGNATURE OF CLAIMANT: _____

DATE: _____

SUPERVISOR APPROVAL: _____

DATE: _____

Account Code: _____

DATE: _____

Reimbursement for purchases above \$300.00 will need the business managers approval _____



Travel / Expense Claim Form

Approval

The person with budget responsibility will approve travel. Approval is required prior to making arrangements for non-routine travel (meals, lodging, registration, substitutes, and other expenses). Routine Daily Travel does not require prior approval. Routine daily travel, mileage, non-taxable meals and other expenses (parking, tolls) which are incurred in performance of employment-required duties, is reimbursable. Mileage to and from work will not be reimbursed. Overnight, out-of-state, and other travel requires prior administrative approval. Out-of-country travel requires prior Board approval. This form must be kept on file by the administrator authorizing the travel according to the state retention schedule. 6213 Reimbursement for Travel Expense Policy/ Procedure.

Travel Limitations

All travel shall be limited by budgetary appropriations. If it is known in advance of departure that there may not be money to reimburse an employee, he/she may be required to personally underwrite all or part of his/her travel expenses as a condition for authorization to travel.

Expense Claims

Claims for travel expense reimbursement must be filed with the supervisor and the person exercising budget approval on the Travel/ Expense Claim Form, accompanied by the required receipts after the event (which will then be forwarded to Accounts Payable for processing.)

Lodging

Reimbursement for lodging is limited to the reasonable actual costs. Lodging rates approved will be at the GAO guidelines. **Detailed receipts are required.** District purchase orders are preferred when possible.

Registration

Registration for conferences and workshops may be prepaid by the district if the travel has been approved. If claiming reimbursement for employee paid registration, **detailed receipts are required** with registration form. District purchase orders are preferred when possible.

Meals

Meals must qualify as non-taxable by the Internal Revenue Service under one of the following:

- Meals shall be reimbursed up to the per diem allowance in effect at the time of travel. Receipts are required. A copy of the conference registration is required.
- Meals provided as part of the registration/ activity shouldn't be claimed for reimbursement. (See www.gsa.gov for IRS per diem amounts, based on location in order to calculate amounts for breakfast, lunch, dinner and etc.)
- (Per Diem allowance is based on per meal and **includes** tax and gratuity.)

Miscellaneous Expenses

- Purchase of Materials: Tapes, books, etc., purchased at a seminar/conference may be reimbursed with an **approved detailed receipt**.
- Receipts: **Receipts are required** for all miscellaneous expenses; day parking, transit fares, ferry fares, road tolls, taxi fares and shuttle fares, etc.
- Gratuities: Gratuities, not exceeding customary percentages (not to exceed 15%), for baggage handling, hotel/motel services, etc.

Transportation

- Private Vehicle**– Reimbursement for private vehicle mileage will be at the rate allowed by the Internal Revenue Service. Employees attending a conference out of state may choose to drive their personal vehicle and can be reimbursed for the actual mileage, only if it does not exceed the cost of an airline ticket.

Non-Reimbursed

Meals not associated with an overnight stay or not served during a business meeting will not be reimbursed. Alcoholic beverages (Including nonalcoholic beer and wine) are not reimbursable. Expenses for spouse, personal items, postage, or movie rentals will not be reimbursed. **Expenses will not be reimbursed without required receipts.** If a conference registration includes meals, i.e., banquet dinner, reimbursement for a dinner claimed for the same evening will not be honored. Lodging expenses for pre-departure night at the airport (in the case of an early flight) will not be reimbursed.