

Cumberland County Public Schools

Guidelines for Reimbursement - EXPENSE REPORT

****THIS FORM IS TO BE USED FOR EXPENSES INCURRED AT CONFERENCES, WORKSHOPS, SEMINARS, ETC. ****

INSTRUCTIONS FOR USE OF FORM (please complete all sections):

1. Expense Report must be submitted within **TEN (10) days** after return from trip or future requests for reimbursement or expenses may be denied. All items for reimbursement must be submitted on a travel voucher to the Finance Department at the school board office.

2. Brochure or flyer describing event and showing dates and times must be attached to Expense Report.

3. Receipts for all expenses claimed, other than mileage for personal car, must be attached. **Requests for school board vehicles should be made first and submitted to Central Office for approval.**

Participants should car pool if at all possible.

The Internal Revenue Service issued the 2016 optional standard mileage rates used to calculate the deductible costs of operating an automobile for travel reimbursement beginning on Jan. 1, 2016, the standard mileage rates for the use of a vehicle will be: 54 cents per mile for traveled miles driven, down from 57.5 cents for 2015

All receipts for meals, lodging, airfare, parking, bridge tolls, registration fees, taxi fare, etc. **EXPENSES CLAIMED BUT NOT SUPPORTED BY RECEIPTS SHALL BE DENIED.** (Not just charge slip) **SHALL BE DENIED.** (Exceptions are possible-give explanation why receipt is not available).

4. Reimbursement **WILL NOT** be made for alcoholic beverages. Meals submitted for same day (without overnight stay) are subject to taxes.

5. If you received advanced funds and your expenses were less than the advance, the excess funds advanced **MUST** be returned at the time this Expense Report is filed.

6. The individual shall be responsible for making all arrangements, including reservations, registrations and travel.

7. Approved reimbursement items are as follows:

- a) Cost of lodging at conferences rates (when appropriate, employees should share a room).
- b) Registration fees if applicable.
- c) Maximum amount per individual for meals is \$30.00 per day (when conferences are in large metropolitan areas, this amount metropolitan areas, this amount can be adjusted with approval of the Assistant Superintendent of Finance.
- d) Tolls and parking fees.
- e) All items must be listed and dated on an expense report with detailed receipts attached.

Cumberland County Public Schools

Post Office Box 170

Cumberland, Virginia 23040

804-492-4212

Attn: Finance Department

Request for Approval of Conference/Workshop Attendance

Please submit a copy of this request along with your travel voucher

School/Department

Today's Date

Requested by:

Date of Conference

Title of conference/workshop

Where is conference being held?

Purpose of attending conference

Cost per attendee (please estimate amounts from Board funds only)

A. Registration Cost \$

D. Lodging

\$

B. Meals

\$

E. Travel (miles) Total miles traveling

C. Miscellaneous \$

Method of Travel

a. school vehicle b. personal vehicle @ 0.54/mile c. Air

Miscellaneous

Please itemize

Total Costs \$

☐ Approved

Signature of Approving Authority

☐ Disapproved

Date

Is the conference funded by a grant? If so, name the grant.

☐ Yes

☐ No

Revised 03/01/2016



Cumberland Co. Public Schools
P.O. Box 170
Cumberland, Virginia 23040

TRAVEL & EXPENSE REIMBURSEMENT VOUCHER

1. Use an ink pen.
2. Use additional sheets when necessary, number pages.
3. Show each day's expense separately.
4. Codes for mode travel
1- Private car 3-Commercial
2-County car 4-Other_____
5. Attach conference/convention approval form.
6. Attach itemized receipts for all meals, lodging, tolls parking, registration fees and other expenses for which reimbursement is claimed.
7. show time of departure if breakfast meal is claimed on date trip begins and time of return if evening meal is claimed on date trip ends (use date column)

Employee Name	
Address	
City, State & Zip	

The columns will total automatically for you.

Date	Place traveled From and To or Expense Description	Description of expense	Mode of Travel	Miles	Mileage @\$0.54 per mile	Cost of Meals	Lodging and/or Expense	Daily Total
					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
		TOTALS			\$ -			\$ -

Requests for school board vehicles should be made first and submitted to Central Office for approval. If a school vehicle is available and you choose not to use it; **YOU WILL NOT BE REIMBURSED FOR YOUR PERSONAL VEHICLE.**

I hereby certify that all expenses listed were incurred by me on official business of the Cumberland County School Board and include only such expenses as were necessary in the conduct of this business.

Employee Signature

Date

To the best of my knowledge and belief the expenses itemized were incurred on official business of the Cumberland County School Board and are hereby approved for payment.

Authorized Central Office Signature

Date

Revised 3/01/2016