



Grand View School

Home of the Chargers

Travel Expense

Name: _____

School: _____

Travel Start Date: _____

Per Mile Reimbursement: _____

Date Submitted: _____

Authorized By: _____

End Date: _____

Total Reimbursement:

Date	Expense Description	Airfare	Lodging	Ground Travel	Meals	Event	Miles	Mileage Costs	Other	Total

Per Diem Rates (as of October, 2014)
 Standard Rate: Meals \$46
 Oklahoma City: \$61
 Tulsa, Creek, Osage, Rogers County: \$61