

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 - \$7.00 Amount: _____

of Lunches: _____ Maximum Allowed - \$10.00 Amount: _____

of Dinners: _____ Maximum Allowed - \$14.00 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: