

# PARKERS CHAPEL SCHOOL TRAVEL REIMBURSEMENT FORM

CAMPUS \_\_\_\_\_

REASON FOR TRAVEL \_\_\_\_\_

NAME OF PAYEE \_\_\_\_\_

DETAILED EXPENDITURES OTHER THAN MILEAGE								TRAVEL BY PRIVATELY OWNED VEHICLE			NOTES;	
DATE	TIME DEPARTED HOME/ARRIVED HOME	TRAVELING TO:	COMMON CARRIER	HOTEL ROOM	MEALS PER DIEM \$7/\$10/\$15	PARKING	INCIDENTALS	TOTAL PER DAY	Between What Points From To	MILEAGE DRIVEN		
<b>Non-mileage Expenditures</b>												RATE/MILE
SUB-TOTALS								TOTALS FOR MILEAGE			0.45	
INCIDENTALS			(1) Postage	(2) Internet Services	(3) Registration Fee	(4) Other (Explain)						

MEALS PER DIEM-Only distributed for overnight trips.  
 Breakfast: Leave before 6am/Return after 8am  
 Lunch: Leave before 11am/Return after 1pm  
 Dinner: Leave before 5pm/Return after 7pm

NON-MILEAGE EXPENDITURES \_\_\_\_\_  
 MILEAGE CLAIMED \_\_\_\_\_  
 TOTAL CLAIMED \_\_\_\_\_

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Travel Supervisor

\_\_\_\_\_  
Date