

# HICKORY CITY SCHOOLS

## Travel Reimbursement Form

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

School/Location: \_\_\_\_\_

Workshop/Conference: \_\_\_\_\_

Location of Workshop/Conference: \_\_\_\_\_

### Miscellaneous Expenses

Registration: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_ Air fare: \$ \_\_\_\_\_

Luggage check: \$ \_\_\_\_\_ Parking: \$ \_\_\_\_\_ Taxi: \$ \_\_\_\_\_

Other Expenses: \$ \_\_\_\_\_ **Total Misc Expenses: \$ \_\_\_\_\_**

### Mileage

Date	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Number of miles traveled-Roundtrip:							
<b>Total Per Day @\$0.50 per mile</b>							

**Total Mileage: \$ \_\_\_\_\_**

### Meals

Date	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Breakfast	\$	\$	\$	\$	\$	\$	\$
Lunch	\$	\$	\$	\$	\$	\$	\$
Dinner	\$	\$	\$	\$	\$	\$	\$
<b>Total Per Day</b>	\$	\$	\$	\$	\$	\$	\$

**Total Meals: \$ \_\_\_\_\_**

**Total Reimbursement \$ \_\_\_\_\_**

**Budget Code:** \_\_\_\_\_

**Recipient's Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

*Under penalties of perjury I certify this is a true and accurate statement of the city of lodging, expenses and allowances incurred in the service of the State. I have examined this reimbursement request and certify that it is just and reasonable.*

**Director/Principal Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Finance Officer's Approval:** \_\_\_\_\_

**Date** \_\_\_\_\_

*This instrument has been preaudited in the manner as required by the school budget and fiscal control act.*

**Instructions:**

1. After Activity, completely fill out travel reimbursement form.
2. Attach receipts for lodging, registration, air travel, or other miscellaneous expenses. You do not have to attach receipts for meals.
3. Have supervisor sign and send to Accounts Payable within 30 days after travel period ends.

Allowable Rates	In-State	Out-of-State
Breakfast	\$ 9.00	\$ 9.00
Lunch	\$ 11.80	\$ 11.80
Dinner	\$ 20.50	\$ 23.30
Hotel	\$ 78.90	\$ 93.20
<b>Total per day</b>	<b>\$ 120.20</b>	<b>\$ 137.30</b>
Travel rate per mile	\$ 0.500	\$ 0.500