

The School District of Springfield R-12

Federal Programs

Travel Expenses Reimbursement Form

SPS Employee # _____

Employee Name _____

School/Department _____

Name of Event _____

Beginning Date _____

For Office Use Only

Batch #: _____

Vendor #: _____

GL Account: _____

City and State _____

Ending Date _____

Original itemized receipts are required for all travel reimbursements with the exception of mileage. All documentation must be submitted to the superintendent or designee within 30 days of the end of the travel. District staff or Board members using federal funds for travel must provide sufficient documentation to the superintendent or designee who oversees the applicable federal program. Such documentation may include, but is not limited to, the following: 1. An agenda of the event attended. 2. A list of attendees at the event. 3. A written statement justifying the expense. 4. Evidence of prior written approval for the expense. *[Board Policy DLCA]*

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Totals
Date (MM/DD)								
Plane/Train/Rental Car <i>Receipt required</i>								
Taxis and Shuttles <i>(including tip) Receipt required</i>								
Parking and Tolls <i>Receipt required</i>								
Registration <i>Receipt/Agenda required</i>								
Lodging <i>Receipt required with zero balance</i>								
Miscellaneous - Explain								
Meals (including tip) <i>Employees will be reimbursed the actual cost of the meal(s) as long as the expense is reasonable given the traveler's geographical location. Itemized receipts are required. Tip is not to exceed 20%</i>								
Breakfast								
Lunch								
Dinner								
Mileage Reimbursement <i>(If not requesting mileage, enter 0)</i>	Total Miles Driven: _____ @ 0.535 =							
Total Amount Requested								

Signature of Employee

Date

Signature of Administrator Responsible for Budget Area

Date