

# 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
<b>Date (MM/DD)</b>								
<b>Plane/Train/Rental Car</b> <i>Receipt required</i>								
<b>Taxis and Shuttles</b> <i>(including tip) Receipt required</i>								
<b>Parking and Tolls</b> <i>Receipt required</i>								
<b>Registration</b> <i>Receipt/Agenda required</i>								
<b>Lodging</b> <i>Receipt required with zero balance</i>								
<b>Miscellaneous - Explain</b>								
<b>Meals (including tip)</b> <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								
<b>Mileage Reimbursement</b> <i>(If not requesting mileage, enter 0)</i>	Total Miles Driven: _____ @ 0.54 =							
<b>Total Amount Requested</b>								

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator Responsible for Budget Area

\_\_\_\_\_  
Date