

City of Baker School Board Travel Expense Reimbursement Form

Traveler's Name and Address		Employee Work Loca	Employee Work Location						
		Employee Number:							
		Date of Claim:							
	Expense	e Summary							
Date(s) of Travel	From:	To:							
Airfare									
Automobile	# of Miles	@							
Lodging		Nights @							
Meals									
Registration (Must attach receipt)									
Tolls and Parking									
Tips (for baggage handling only)									
Other Expenses									
Less: Travel Advance	(List any pre	paid expenses)							
Total Reimbursement Cost									
*FUND TO BE CHARGED (SOURCE OF FU		*(This line must be completed for te of Payee	r payment to be processed)						
I certify that this expense report is just and traveled on the dates specified on official bus City of Baker School System, none of the ex due.	siness only; that	the expenses charged were incur	red on official business for the						
Payee/1	Date								
Principal/Supervi		rovals	Date						
Superintendent/Dir	Date								
		uctions							
 The statement(s) on page 2 must be com Original, itemized receipts must be attach Must have all <i>appropriate</i> individuals apprecedent of the data of the state of the data of the state of	ed. rove before subr aily meal allowan 'School Business	mission to Accounting for paymen nce. s form must be attached.							

City of Baker School Board

Travel Expense Reimbursement Detail



EMPLOYEE NAME								SCHOOL/DEPT./ACTIVITY					
Date	(Specify am/pm)		TERRITORY TRAVELED	ODOMETER READINGS		Miles	l a dala a		Veals	Tolls and	The	OTHER EXPENSES	
	(Specify a Departure Time	Arrival Time	Show all points visited	Beginning	Ending	Traveled	Lodging	No.	Cost	Tolls and Parking	Tips	Description	Cost
								l					
TOTALS							Ī						

1. School Board policy requires that travel be settled within <u>30 days</u> after the event. After 30 days, unsettled items will not be reimbursed.

2. A Travel Expense Report form must be completed and signed by the appropriate persons. An authorized signature by the Principal/Supervisor

and Superintendent/Director of Instruction is required to settle advances and/or issue reimbursements.

3. For reimbursement, provide **original** itemized receipts taped to a letter size sheet of paper.

4. An approved copy of the Professional Leave form must be attached to the Travel Expense Report form.

5. KEEP COPIES OF YOUR RECEIPTS, TRAVEL ADVANCE FORMS, AND TRAVEL EXPENSE REIMBURSEMENT FORMS FOR YOUR RECORDS.

Note: If an advance is not settled by the specified time, the entire amount advanced will be deducted from the responsible party's payroll check.