



TRAVEL REIMBURSEMENT FORM 2022

This form is to be submitted to your Supervisor following the event to secure reimbursement and should be submitted no later than **sixty (60) days from the date of the first event**. Individuals should try to share a room whenever possible. The Board will reimburse approved travel at Board approved-IRS rate per mile. *Itemized* receipts are required for registration, parking, lodging, meals, and miscellaneous items. Please check Policy #3243 if you have questions.

MONTH and YEAR		NAME						
PROGRAM		PO #	Balance		Close PO?		Yes	No
Date	Destination	Purpose	Registration	Meals*	Hotel*	Misc*	Mileage	

TOTAL REGISTRATION

TOTAL MEALS*

TOTAL HOTEL*

TOTAL PARKING & MISC.

PERSONAL VEHICLE MILES
@ \$.585/mi

TOTAL REIMBURSEMENT DUE

STAFF MEMBER _____
Date

SUPERVISOR _____
Date

DIRECTOR _____
Date

SUPERINTENDENT _____
Date

***ITEMIZED RECEIPTS ARE REQUIRED**