

**Report of Official Expenses
Elko County School District
In-State and Out of State Travel
Meal, Mileage and Lodging Reimbursement Form**

THIS FORM **MUST** BE SUBMITTED WITHIN 30 DAYS OF A SINGLE TRAVEL EVENT OR THE MONTH-END FOR REGULAR AND CONTINUING TRAVEL OR THE CLAIM WILL BE DENIED.

Name: _____

Purpose of Trip: _____

Date of Departure _____ Time of Departure: _____ Date of Return: _____ Time of Return: _____

Mileage: Personal Auto When District Car is Available: _____ x .220 per mile = _____ *

Personal Auto When District Car Is Not Available: _____ x .655 per mile = _____ *

(Upon Administrative Approval) *Travel to be accomplished in school owned vehicle in every instance possible. Specific prior authorization is required in cases where exceptions are made. Please attach documentation indicating that a district car was not available.*

Destination: _____

**To receive breakfast	Person starts travel status on or prior to 6:30 A.M. Person terminates travel status on or after 8:30 A.M.
**To receive lunch	Person starts travel status on or prior to 11:30 A.M. Person terminates travel status on or after 1:30 P.M.
**To receive dinner	Person starts travel status on or prior to 4:30 P.M. Person terminates travel status on or after 6:30 P.M.

Receipts required for items 1 through 4

1. Ticket for Travel _____
 2. Hotel _____
 3. Meals _____
 4. Other Expenses _____
- Total Items 1-4** _____

Days Per Diem:	<u>RATES</u>		or		=	_____
	GSA	CONUS				
_____ **Breakfast @	_____	_____		\$13.00		_____
_____ **Lunch @	_____	_____		\$15.00		_____
_____ **In/Out State Dinner @	_____	_____		\$31.00		_____
_____ Weekday Lodging (Sun-Thurs) @	_____	_____		\$96.00		_____
_____ Weekend Lodging (Fri-Sat) @	_____	_____		\$96.00		_____
				Grand Total		_____

Budget Code Required: _____

I hereby certify that the foregoing is a true and correct amount of actual expenses incurred:

Signature of Claimant

I hereby certify that the foregoing trip was authorized as necessary for the operation of our school program:

Signature of Principal:

Administrative Office Approval:

Approved By