

Sikeston Public Schools
Authorized Travel & Expense

Date:		Code:	
Pay To:		Address:	
Purpose of Travel:			
Was advanced travel money distributed? Yes, amount:			No:
Date of Trip:		Location:	
Program:	Reimbursable:	Non-Reimbursable:	
Travel by: Bus	Plane:	Official Car:	Personal Car:*

*Travel by personal car must be approved by an administrator prior to trip. **Odometer readings must be logged below for reimbursement**. Reimbursable mileage is limited to travel pertaining to business. If additional mileage is accrued on the trip for personal business, it will be necessary to subtract that mileage.

Beginning Odometer Reading:		
Ending Odometer Reading:		
Total Mileage:		
Less Personal Mileage:		
Mileage Allowed:	@.545 per mile = \$	

Meal Reimbursement

ORIGINAL ITEMIZED RECEIPTS SUBSTANTIATING ALL EXPENSES MUST BE ATTACHED
Reimbursement will be limited to \$40 daily for meal costs. If the employee was not participating in authorized travel during the traditional time for a meal or the meal was furnished for the employee, the following amounts will be deducted from the \$40 daily meal reimbursement – Breakfast - \$7.50, Lunch - \$12.50 Dinner - \$20. Tips will only be reimbursed if they are 20% or less of the total bill. Employees are not required to tip 20%.

				Maximum \$40	
Date	Breakfast	Lunch	Dinner	Total	

Other Reimbursements

Item	Amount	
		TOTAL \$

Total Other Expenses	
Total All Expenses	

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Authorized by: _____ Payee: _____