

**ATLANTA INDEPENDENT SCHOOL DISTRICT
TRAVEL REIMBURSEMENT REQUEST**

Employee name:		Date Submitted:	
Destination:		Departure Date	Time
Purpose of Trip:		Return Date	Time

MEALS Receipts are required to be attached. Maximum is \$46 full day or \$23 half day.

Half day is defined as departure after 1 p.m. or return before 1 p.m.
 Reimbursement for overnight meals only. Deduct alcohol and related tax.
 Fill out the chart below with actual meal receipts not to exceed maximum.

Full Day Meals		Half Day Meals	
Enter Date	Enter actual amount not to exceed \$46	Enter Date	Enter actual amount not to exceed \$23
Totals	\$ -		\$ -

TOTAL MEALS \$ -

LODGING Receipts are required to be attached.
 Lodging reimbursable only if not prepaid by AISD.

TOTAL LODGING \$ -

AUTO Use approved mileage chart or attach Mapquest document.

Evidence of unavailability of district vehicle
 be attached before mileage will be paid.

Enter # miles 0 miles@ .625 per mile (Revised 7/1/2022)

TOTAL AUTO \$ -

OTHER Receipts are required to be attached.

Description	enter \$	\$ -
Description	enter \$	\$ -

TOTAL OTHER \$ -

GRAND TOTAL \$ -

Employee Signature