HOLLIDAY INDEPENDENT SCHOOL DISTRICT

EMPLOYEE ONLY TRAVEL REIMBURSEMENT VOUCHER

Updated 01/01/2018

DATE: _____________

EMPLOYEE: _______________________________________

PURPOSE OF TRAVEL: _______________________________________

DESTINATION: ________________________

ITEMIZED EXPENSE

PER DIEM CLAIMED **$_____________**
Departure date ______________
Return date ______________

MEAL PER DIEM MAXIMUM (STANDARD) **$51.00 PER DAY (75% first and last day)**

Meal per diems are subject to higher maximums according to U.S. GSA Domestic Max Per Diem Rates, depending on the travel destination. These rates may be found at www.gsa.gov/perdiem. If you are claiming a higher maximum, please attach a print-out from the GSA website reflecting the rates.

Holliday ISD does not require employees to turn in receipts from meals. Upon return from travel, employees are required to complete a meal allowance certification, in which the employee states that either all meal per diem funds were spent on meals or to state the amount of unused funds and return that amount.

Lodging expense (maximum $91.00 per day, subject to higher GSA rates) **$_____________**
Lodging receipt to be turned in immediately upon return

Mileage $0.545 per mile x ____________ miles – if no school vehicle is available **$_____________**

$0.18 per mile x ____________ miles – if school vehicle is available **$_____________**

Mileage is to be based on shortest city-to-city listing per GoogleMaps

Other expenses: **$_____________**
Please itemize - ____

Total Expense Requested **$___________**

______________________________ ______________________________
Employee Signature **Supervisor's Approval**

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Superintendent's Approval