



# SPRING CREEK INDEPENDENT SCHOOL DISTRICT

## OVERNIGHT TRAVEL REIMBURSEMENT FORM

Employee Name: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_

Workshop/Conference/Meeting: \_\_\_\_\_

*\*Attach a Workshop/Conference/Meeting Agenda*

<b>LODGING</b>	<b>Hotel Confirmation and/or <b>ITEMIZED</b> Receipt Must Be Attached</b>	<b>TOTAL LODGING COST</b>  <div></div>
	$\underline{\hspace{2cm}} \times \underline{\hspace{2cm}} \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ # of Nights      # of Rooms      Cost of Room      TOTAL COST	
	Shared with Employee: _____	
	*State Tax Exempt - not reimburseable	

<b>MEALS</b>	<b>ITEMIZED Meal Receipts Must Be Attached</b>	<b>TOTAL MEAL COST</b>  <div></div>								
	<b>Meal Reimbursement Rates:</b> Spring Creek ISD will reimburse actual costs not to exceed meal allowances.									
	<table border="1"><thead><tr><th><u>Meal</u></th><th><u>Per Diem</u></th></tr></thead><tbody><tr><td>Breakfast</td><td>\$ 8.00</td></tr><tr><td>Lunch</td><td>\$10.00</td></tr><tr><td>Dinner</td><td>\$12.00</td></tr></tbody></table>		<u>Meal</u>	<u>Per Diem</u>	Breakfast	\$ 8.00	Lunch	\$10.00	Dinner	\$12.00
	<u>Meal</u>		<u>Per Diem</u>							
Breakfast	\$ 8.00									
Lunch	\$10.00									
Dinner	\$12.00									
<b>IMPORTANT NOTES:</b> *If your hotel offers free breakfast, do not include breakfast as an expense. *If registration includes any meals, you may not be reimbursed for those meals. *Meal allowances are only provided for overnight trips.										

<b>MILEAGE</b>	<b>Beginning Odometer Reading:</b> _____	<b>TOTAL MILEAGE COST</b>  <div></div>
	<b>Ending Odometer Reading:</b> _____	
	<b>TOTAL MILES:</b> _____	
	$\underline{\hspace{2cm}} \times \$ 0.535 = \underline{\hspace{2cm}}$ Total Miles      Total Mileage Cost	

**TOTAL TRAVEL REIMBURSEMENT REQUESTED** \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

<b>**FOR OFFICE USE ONLY**</b>			
<b>Approved</b>	<b>Denied</b>	<b>Budget Code:</b> _____	
<b>Superintendent Signature:</b> _____		<b>Date:</b> _____	