

Morrison Public Schools

Travel Expense Claim Form

A completed purchase order request for travel must be pre-approved to accompany this sheet when trip is completed. This form must be turned into the finance office with signed receipts.

Date Requested Date of Trip

Employee Name

Purpose: Include Special Funding or any other pertinent information.

All receipts must be itemized and signed.

If per diem is being paid, itemized receipts must be provided and meet or exceed per diem amount being paid.

A copy of Mapquest or similar verification of mileage claimed must be provided for mileage reimbursement.(see links below)

Tips will be reimbursed to a maximum of 15% of total receipt.

Mileage	<input type="text"/>	X .50.5	<input type="text"/>
Lodging	<input type="text"/>		<input type="text"/>
Meals	<input type="text"/>		<input type="text"/>
Registration	<input type="text"/>		<input type="text"/>
Parking/Tolls	<input type="text"/>		<input type="text"/>
Other	<input type="text"/>		<input type="text"/>
Total Reimbursement		\$\$	<input type="text"/>

Administrator Approval _____

Payable to Signature _____