

# 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 \_\_\_\_\_