

Hobart Public Schools Travel Reimbursement Request

Purchase Order # _____

Name _____

Date of Trip _____

Reason For Travel _____

Travel Destination _____

Meals Claimed \$ _____

Roundtrip Mileage (_____ X .67) \$ _____

Other (registration, tolls, etc.) \$ _____

Lodging Expense \$ _____

Other Purchased Items \$ _____

Bus Driver's Physical/CDL \$ _____

Initial and attach all receipts for above items

Total Claim For Reimbursement \$ _____

(Date)

(Signature of Claimant)

(Date)

(Signature of Building Principal)

(Date)

(Signature of Superintendent)

Hobart Schools Travel Reimbursement Instructions

Expenses incurred as an employee of Hobart Public Schools, IF APPROVED IN ADVANCE of expenditure, are reimbursable when claimed using this form and if paid receipts are included. Reimbursement will be made within 10-14 days of the next regularly scheduled Board of Education meeting following the submission of this claim.

Lodging Expenses When possible DIRECT BILLING SHOULD BE ARRANGED prior to traveling through the Encumbrance Clerk. This is a cost effective method. The cost of the room will then be billed direct to Hobart Public Schools.

The following charges should be paid by you before leaving the hotel. These are NOT allowable expenses.

- Telephone charges EXCEPT for school business
- In-room movies/entertainment
- Difference between single and double room if accompanied by a friend or spouse who is not an employee of Hobart Public Schools.

Upon checking out retain a copy of all statements to be submitted for reimbursement/payment upon your return.

Meals Meals are reimbursed at the rate of \$36 per day, if gone all day or \$16 per day, if leaving after lunch by presenting paid receipts along with the Travel Reimbursement Request Form. Alcoholic beverages are NOT an allowable expense.

Travel Arrangements should be made in advance with the Transportation Director for use of a school vehicle. If school vehicles are not available, reimbursement for use of your private vehicle is set at the current rate allowed by the IRS. Toll road fees and garage parking fees are reimbursable upon presentation of paid receipts.

Registration Fees Registration fees are allowable expenses if approved in advance upon presentation of paid receipts.

ALL TRAVEL EXPENDITURES MUST BE APPROVED IN ADVANCE THROUGH THE BUILDING PRINCIPAL AND SUPERINTENDENT. Failure to do so will result in non-recognition and non-payment of claim