

Hendry County District Schools
REQUEST FOR REIMBURSEMENT OF TRAVELING EXPENSES

Date	Travel performed from point of origin to destination	Hour of departure and hour of return	Per diem or meals	Auto mileage claimed	Incidental Expenses	
					Amount	Specify type
		M	\$		\$	
		M				
		M				
		M				
		M				
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		M				
		M				
		M				
		M				
		M				
Totals:			\$	_____ miles @ _____ \$ per mi	\$	Grand Total \$

Payee: _____ Please print name
Payee: _____ Signature

Position: _____ School Center: _____ Date: _____

Name of meeting or purpose of travel: _____

Date (s) of meeting: _____

I hereby certify or affirm that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of Section 112.061, Florida Statutes.

Approved: _____ Superintendent Checked by: _____ Finance Department

Account Number: _____

Authorized By: _____ Supervisor

Instructions

A copy of approved Request for Leave Form and agenda must be attached to all out of county requests for reimbursement. The request for leave form should include all dates that reimbursement is being requested and the box next to Yes must be marked. If an agenda was not provided It should be indicated on the form.

CLASS A TRAVEL (Per Diem) - Continuous travel of 24 hours or more away from official headquarters.

CLASS B TRAVEL (Per Diem) - Continuous travel of less than 24 hours requiring overnight absence from official headquarters.

CLASS C TRAVEL (Per Diem) - Travel for short or day trips not requiring overnight absence from official headquarters.

Maximum allowances as follows:

Breakfast: \$7.00 when travel begins before 6 A.M. and extends beyond 8 A.M.

Lunch: \$9.00 when travel begins before 12 noon and extends beyond 2 P.M.

Dinner: \$18.00 when travel begins before 6 P.M. and extends beyond 8 P.M., or
when travel occurs during night-time hours due to special assignment.

~~Note: No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity.~~

All travel reimbursements should be submitted promptly. Employees who travel daily should turn In reimbursements at the end of each month. Employees traveling to meetings or conferences should turn In their reimbursement within three (3) days of their return.

Per diem shall be computed at one-fourth of authorized rate for each quarter or fraction thereof: Travel over a period of twenty-four (24) hours or more will be calculated on the basis of six (6) hour cycles, beginning at midnight. For less than twenty-four (24) hours, travel will be calculated on the basis of six (6) hour cycles, beginning at hour of departure from official headquarters. only full quarters spent outside the state shall be reimbursed at the authorized "out-of-state" rate. All other quarters, or fractions thereof, shall be reimbursed at the authorized "in-state" rate.

Any receipts for prepaid expenses by the School Board, such as registration fees or lodging expenses should be turned in within three (3) days of the employee's return. A copy should be retained by the employee and attached to their travel reimbursement form. The original receipt should be sent to Finance, Receipts for lodging expenses should reflect a zero (0) balance.

Hour of departure and hour of return must be shown for all travel. For out-of-state travel, time of crossing state line both leaving and returning must be indicated.

If travel is performed by the use of a County-owned vehicle, the word "County" will be inserted in the "auto mileage claimed" column.

If travel is complimentary the abbreviation "comp" should be inserted in the "Auto mileage claimed" column and list the name of the person driving. No mileage allowed. If you drove your auto, list names of all passengers in "Auto mileage claimed" column.

Whenever possible, the official State Road Department map should be used in computing mileage claimed from point of origin to destination. "Vicinity" travel must appear on a separate line. The District mileage reimbursement rate will correspond to the rate established by the Internal Revenue Service (IRS).

Incidental travel expenses which may be reimbursed include (a) reasonable taxi fare, (b) ferry fares and bridge, road and tunnel tolls, (c) storage or parking fees, (d) telephone expense, (e) lodging expense, (f) rail or airline expenses and (g) convention or conference registration fee; if meals are included and shown on the receipt, per diem should be reduced accordingly. Attach copy of the paid receipt for all items.

Completed travel reimbursement forms should be signed by the employee, required supervisor and include the travel account number to be charged. The form should be sent to the Superintendent's office in LaBelle for signature.

4n yfraudulent claim of mileage, er diem, or other travel expense is sub'ect to prosecution as a misdemeanor.