

# Bay City Independent School District

## EXPENSE VOUCHER

DATE \_\_\_\_\_ AMOUNT DUE \_\_\_\_\_

ID# \_\_\_\_\_ Name \_\_\_\_\_

Campus or Dept. \_\_\_\_\_

Purpose/Workshop \_\_\_\_\_

Destination \_\_\_\_\_

Date & Time Departing Bay City

Month	Day	Year	Time	AM/PM

Date & Time Returning Bay City

Month	Day	Year	Time	AM/PM

**Meals:** (Record number of meals allowed for breakfast, lunch and dinner in the box. List the actual cost of each meal on the lines, but reimbursement will be for whichever is less.) ( No reimbursements for non-overnight meals )

Breakfast <input style="width: 40px; height: 20px;" type="text"/> \$10 Max/day _____ _____ _____	Lunch <input style="width: 40px; height: 20px;" type="text"/> \$15 Max/day _____ _____ _____	Dinner <input style="width: 40px; height: 20px;" type="text"/> \$26 Max/day _____ _____ _____
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Other Expenses:

Hotel Expenses (attach original receipt) \_\_\_\_\_

Parking Fees (attach original receipt) \_\_\_\_\_

Other Expenses \_\_\_\_\_

Transportation: (Attach transportation denial to be reimbursed for mileage at .545 cents/mile.)

Miles

Total Expenses \_\_\_\_\_

Less Advance \_\_\_\_\_

Amt./Bal. Due \_\_\_\_\_

**CHARGE TO ACCOUNT NUMBER** \_\_\_\_\_

Date: _____	Signature: _____
Date: _____	_____ Supervisor or Principal
Date: _____	_____ Chief Academic Officer/Federal Compliance Officer
Date: _____	_____ Chief Financial Officer

***In order to receive reimbursement for the above expenses, this form along with workshop certificate, hotel folio and any other receipts must be submitted within 3 business days of this travel. There will not be any reimbursements for non-overnight meals.***

## **General Guidelines**

*No reimbursement of meals for any non-overnight stays.*

*The school district reserves the right to designate the mode of travel when such travel is paid by the district. All travel must be approved by a supervisor, principal or director prior to travel.*

Travel reimbursements cover the following on overnight stays. Receipts must accompany this form for full reimbursement, except for meals and mileage.

1. Meals (Not to exceed \$51/day) (Must meet time criteria below.)
  - Breakfast - to claim breakfast, the employee must leave prior to 5:00am.
  - Lunch - to claim lunch, the employee must leave prior to 11:00am.
  - Dinner - to claim dinner, the employee must return after 7:00pm.
2. Hotel rate in state up to \$85.00/night per person (per Federal periderm rate map, [www.gsa.gov](http://www.gsa.gov).)
3. Hotel rate out of state up to \$89.00/night per person (per Federal periderm rate map)
4. Mileage (.545 cents per mile) (After being denied a vehicle from Transportation Dept.)
5. Railway, airplane or bus transportation: the cost of tickets paid by the traveler for official travel.
6. Public Transportation: the actual cost of transportation, which includes cab fares.
7. Parking fees

No reimbursement for sales tax, tips and gratuities. Any questions to reimbursement for travel, contact the Business Office. Any exceptions to the guidelines above will have to be approved by the Superintendent or Director of Business prior to the trip.