

May Howard Elementary PTA Travel Expense Statement for Reimbursement

Please be aware of the May Howard PTA reimbursement procedure and rates for your travel. Total miles should be calculated at .56 cents per mile and the individual meal per diem is \$45.00. Alcoholic beverages will not be approved for reimbursement. All lodging should be pre-approved by the PTA board before any travel takes place. Reimbursements will not be given without proper documentation and forms will be returned until proper documentation is provided.

Name _____ Grade Level _____

Date	Time Departed/ Arrive	From, To	Odometer Reading Beginning/ Ending	Total # of Miles	Taxi Shuttle Bus	Total Trans.	Breakfast (Attach Rec.)	Lunch (Attach Rec.)	Dinner (Attach Rec.)	Total Meals (\$45 per Diem)	Lodging (Attach Rec.)	Total Substist.	Memo (Identify other Expenses)	Total (other) Expenses
Total Miles			Total Transportation			Total Subsistence			Total Other					
			(# of total miles x .56) \$			(Food per diem \$45.00 max) \$			(must be pre-approved) \$					

I do solemnly swear, under penalty provided by the law, that the above Statements are true and I have incurred the described expenses and the Local use mileage in the discharge of my official duties for the Local School System.

Employee's Signature Date

Supervisor's Signature Date

Purpose of Trip

Total Transportation (mileage x.56 plus any taxi, bus, or shuttle fees)	1
\$	
Total Subsistence (Meals at \$45.00 per diem plus lodging costs)	2
\$	
Total Other (Any other pre-approved expenses)	3
\$	
Total Requested for Reimbursement (total of 1, 2, and 3)	
\$	

PLEASE ATTACH THE ORIGINAL COPY OF ALL RECIEPTS TO THIS STATEMENT WHEN APPLYING FOR REIMBURSEMENT.