

Budget Code \_\_\_\_\_

**PRESTON COUNTY SCHOOLS**

**Reimbursement Form**

Travel

Other

Name \_\_\_\_\_ School \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Place(s) Visited \_\_\_\_\_

County  personal car  rode w/someone else? (Check Box)

Nature of Trip \_\_\_\_\_

**\*Itemized Receipts Required**

Date	From	To	Mileage	@ .58	Hotel *	Meals *	Other Expenses *	Total
<b>Totals</b>								

*I, the undersigned, do solemnly affirm/swear that the above expenses are just, accurate and true, and are claimed for cash expended for the purpose named in this statement.*

\_\_\_\_\_ Signature \_\_\_\_\_ Date

The complete Reimbursement Form **MUST** be submitted within **30 days** of the Professional Meeting date to the Accounts Payable Office.

Attach a copy of Professional Meeting Form. Attach **itemized** receipts for meals, lodging, registration fees, parking, toll fees, and other expenses. **Reimbursement claims must be presented within 30 days of event.**

Revised 7/9/15

#### Travel Reimbursement Regulations For Professional Leave

- A. An employee seeking reimbursement for professional leave travel expenses must attach a copy of the approved Professional Meeting Form to the Reimbursement Form.
- B. All relevant information on the expense form must be completed and the following required documentation attached:
  - a. Invoice or receipt for any lodging. Reimbursement may not exceed \$95.00 per night unless approved in advance by the superintendent/designee.
  - b. Registration, parking, **itemized food** & toll receipts must be attached.
- C. Reimbursement for meals shall be allowed only if the professional leave causes the employee to stay overnight. Reimbursement (in state) may not exceed \$46.00/day. The maximum reimbursement on the first and last calendar day of travel is \$34.50. For out of state per diem rates, contact the Accounts Payable office. Meals eaten in place of those included in conference registration fees or hotel reservation fees are ineligible for reimbursement.
- D. Transportation will be reimbursed consistent with the requirements of the assignment and economic efficiency. Vehicle mileage reimbursement will be based on state rate established each year by the WV Department of Administration effective each year per mile and is payable based on the lesser distance from either home or work to/from the destination.

\*\*Revised 1/5/18