

THIS REQUEST MUST BE SUBMITTED TO THE APPROPRIATE SUPERVISOR AND APPROVED PRIOR TO TRAVEL DATE IF YOU WISH TO RECEIVE REIMBURSEMENT! (UPDATED 7-18-2008)

JACKSON COUNTY BOARD OF EDUCATION
REQUEST FOR TRAVEL APPROVAL

Name _____

School _____ Position _____

Conference Title _____

Location _____ Dates _____

Briefly describe the purpose of the travel.

How will this benefit you professionally?

How do you plan to use this information to benefit others in the school system?
(Example: Share with others at an in-service or faculty meeting.)

	ESTIMATED COST	APPROVED AMOUNT	FUNDING SOURCE
Registration	\$ _____	\$ _____	\$ _____
Meals* (x _____ days)	_____	_____	_____
Mileage* (x _____ miles)	_____	_____	_____
Lodging* (x _____ days)	_____	_____	_____
Sub Teacher (x _____ days)	_____	_____	_____
Other _____	_____	_____	_____
TOTAL	\$ _____	\$ _____	

*Using travel rates.

Signature

Date

Signature

Date

ATTACHMENT II JACKSON COUNTY BOARD OF EDUCATION TRAVEL EXPENSE CLAIM

ACCOUNT NUMBER:

PROGRAM:

Date	Place Left (City, County)	Time Left AM/ PM	Place Arrived (City, County)	Time Arrived AM/PM	Miles	Mileage Amount	Parking / Other	Lodging	Breakfast	Lunch	Dinner	Other (Attach Receipt)	Total
			TOTALS										

Complete Home Address _____
Name: _____

Additional Explanation

I certify that this claim is true and correct.

Signature _____ Date _____

Official Station _____

Position _____

Address: _____

Approved _____ Date _____

REIMBURSEMENT RATE SCHEDULE

Updated Info: 7-16-08

VICINITY MILEAGE:

One way mileage from Jackson County Board of Education Central Office:

Jackson County High School	3.5 miles
Dodson Branch School	17
North Springs Head Start	19
Tri-County Vocational School	24
Shiloh Head Start	10
Cookeville	20
Fall Creek Falls	72
Byrdstown	39
Livingston	25
Nashville	90
Knoxville	129
Gatlinburg	168
Memphis	322
Murfreesboro	89
Crossville	59
Chattanooga	98
Jamestown	67
Lebanon	72

Use the State mileage chart for all other destinations.

Mileage: Mileage reimbursement is \$.42 per mile.

Parking fee without receipt: \$8.00

In-state Meals:

Breakfast	\$6.00
Lunch	\$8.00
Dinner	\$14.00
Incidentals	\$3.00

Out-of-state Meals:

Breakfast	\$7.00
Lunch	\$9.00
Dinner	\$16.00
Incidentals	\$3.00

Fees for Handling Equipment/Promotional Materials: \$20.00/hotel

ATTACHMENT III

The Jackson County Board of Education VISA credit card may only be used to pay for lodging during travel on school business, with the exception of extenuating circumstances that have the approval of the Director of Schools.

1st Reading 11-15-2005

2nd Reading 12-13-2005