

Cameron Parish School Board

Request for In/Out of Parish Travel

EMPLOYEE REQUEST

(Please fill in all information and submit to your principal.)

Employee: _____ School/Location: _____

Employee ID Number: _____ Was a substitute hired? Yes No

Purpose for Travel: _____

Destination: (City) _____ Hotel: _____

Departing _____ on _____ at _____ AM _____ PM
(City) (Date) (Time)

Returning _____ on _____ at _____ AM _____ PM
(City) (Date) (Time)

I certify that the travel requested will be for official business of the Cameron Parish School System.

Employee Signature: _____ Date: _____

PRINCIPAL APPROVAL

(Principal must sign ALL travel requests. School funded requests do not need to be submitted to the central office.)

Signature: _____ Date: _____

DISTRICT SUPERVISOR APPROVAL

(District supervisor must sign if the request is being paid with district funds.)

Signature: _____ Date: _____

FUNDING SOURCE

(To be completed by the Principal (school funding) or District Supervisor (district funding) approving travel request.)

Substitute Funding Source: General Funds School Funds: _____ Project Funds: _____
(Specify Fund) (Specify Project Number)

Travel Funding Source: General Funds School Funds: _____ Project Funds: _____
(Specify Fund) (Specify Project Number)

REIMBURSEMENT REQUEST

Transportation..... _____ Miles x .545 = \$ _____

Lodging/Parking..... \$ _____

Registration..... \$ _____

(#Breakfast _____ x \$7= _____ + #Lunch _____ x \$11= _____ + #Dinner _____ x \$23 = _____ + #Incidental _____ x \$5 = _____)

Meal Total..... \$ _____

Total Travel Reimbursement..... \$ _____

Keep one copy for your records, attach one copy to your timesheet, and submit one copy to school bookkeeper (school funding) or Central Office Accounts Payable (District Funding) for reimbursement.

All Reimbursement requests must be turned in within 30 days of travel. June travel must be turned in before June 30.

REIMBURSEMENT REQUIREMENTS

- Attach copy of Professional Development Leave request.
- Attach mileage chart using any map program, or the District Mileage Chart http://www.camsch.org/apps/pages/index.jsp?uREC_ID=631530&type=d&pREC_ID=1164869
- Attach meeting agenda or attendance certificate
- Attach receipts of rooms, conference fees etc. (if not direct billed)
- Submit reimbursement request to appropriate supervisor or principal, who will then forward to Accounts Payable

How to complete the form

- Fill in all blanks
- Official domicile is your assigned workplace.
- Meal allowance per chart and overnight stay only. You will need to deduct those meals that are already paid by the school board in your conference registration fee.
- Enter program to charge if given to you by administrator, supervisor or superintendent

Expense Reimbursement Guidelines

- An employee attendance to a home school event at official domicile is considered part of the normal course of your duties therefore the travel to the official domicile event is not reimbursable.
- An employee attendance to a school site other than your home school or meeting site may be reimbursed. Mileage claimed must be the lesser of the miles from the official domicile (place of work) or from your residence.
- All travel by an employee must be approved prior to the trip by the Superintendent or his/her designee.
- Meal allowances will used for approved overnight travel only. You will need to deduct those meals that are already paid by the school board in your conference registration fee.
- ***Approved US GSA Meals and Incidental Expenses***

Breakfast	\$7
Lunch	\$11
Dinner	\$23
Incidentals	\$5

- When a private automobile is used, the federal mileage rate shall be the basis to calculate auto reimbursement expense.
- All employees who use their private vehicles for official Board business shall be required to carry liability insurance in an amount set by the Board to be eligible for reimbursement.
- All out-of-state travel shall require prior approval by the School Board when the employee is traveling at the expense of the School Board and/or when such travel occurs during a school or office day.
- The School Board will reimburse itinerant staff for required travel as approved by terms of Itinerant agreement.
- An employee/administrator will be reimbursed mileage as approved by Request for Professional Leave.