

MOREHOUSE PARISH SCHOOL BOARD

OUT OF PARISH TRAVEL REQUEST/REIMBURSEMENT FORM:

receipts for lodging, parking, registration, luggage charge, and taxi must be attached to this form when submitting for reimbursement.
Documentation such as agenda, certificate of attendance, and name tag must be attached to verify attendance & meals.

Name: _____ **Mailing Address (Home):** _____

Trip to: _____ **Purpose:** _____

Date/Time of Departure: _____ **Date/Time of Return:** _____

Justification: _____ **Date:** _____

Principal's Approval to Attend, if applicable: Is a substitute teacher? Yes or No _____

Employee Contact Phone#: _____

Check one:

Registration Fees

- _____ School Board credit card
- _____ PO or check
- _____ Paid by employee

Registration Amount: _____

Hotel/Lodging:

- _____ School Board credit card
- _____ PO or check
- _____ Paid by employee

_____ Number of Nights @ \$ _____ = _____

Prepaid-By purchase order or check prior to registration deadline.

Not prepaid -By employee, attach receipt for reimbursement.

No late fees will be paid by school board or reimbursed.

Airfare

- _____ School Board credit card
- _____ PO or check
- _____ Paid by employee

Mileage: _____ Miles @ \$.655= _____

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

Meals:

(Per Diem-no receipts needed)

Breakfast:

Lunch:

Dinner:

Meal Total

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Breakfast:							
Lunch:							
Dinner:							
Meal Total							

Other Expenses:

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7

Mileage

Subtotal of Estimated Expenses:

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	

(To be completed by the Business Office)

Reimbursement Amount:

Total Reimbursement

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	

Signature: _____

Supervisor Prior Approval to Attend: _____ **Date:** _____

Charge to Fund/Account Number: _____

Superintendent Prior Approval: _____

Supervisor or Superintendent Approval to Reimburse: _____

(NOTE: All receipts & documentation stated above MUST be attached for reimbursement to be approved)