

TRAVEL CLAIM FOR EXPENSES

PORT ANGELES SCHOOL DISTRICT NO. 121

THIS CLAIM WILL NOT BE PROCESSED UNLESS **ALL** INFORMATION
IS COMPLETE AND **ALL** RECEIPTS ARE ATTACHED

NAME _____ DATES OF TRAVEL _____
 BUILDING _____ DESTINATION _____
 PURPOSE OF TRIP _____
 ACCOUNT CODE _____

DATE	ROUND TRIP	go to www.gsa.gov for current rates				REGISTRATION	OTHER TRANSPORTATION COSTS		
	MILEAGE	BREAKFAST	LUNCH	DINNER	LODGING	FEES	(FERRY, AIRFARE, PARKING, ETC.)		

Instructions and travel information listed on back

DID YOU RECEIVE ADVANCE TRAVEL FUNDS? Yes or No (Please Circle)

IS THIS AN OVERNIGHT TRIP? Yes or No (Please Circle)

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

CLAIMANT'S SIGNATURE _____ DATE _____ PRINCIPAL'S/BUDGET MANAGER'S SIGNATURE _____ DATE _____

BUSINESS OFFICE USE

SUMMARY OF EXPENDITURES	MEALS	[]
	LODGING	[]
	REGISTRATION	[]
	OTHER TRANSPORTATION COSTS	[]
MILEAGE _____ x MILEAGE RATE \$ _____		[]
	SUB TOTAL	[]
LESS: ADVANCED TRAVEL MONEY RECEIVED		[]
	TOTAL	[]

Port Angeles School District No. 121

In order to comply with state law and requirements of the State Auditor's Office for adequate details on travel expense, claims for travel outside the district and all claims for reimbursement must have prior written approval, must include the following information, and must have certain receipts attached.

1. Fill out name and address, building in which you work and the program account code the travel is to be charged to.
2. The claim must detail the date, location and purpose of the trip, ferry fares, and any other legitimate expense for which claim is made.
3. Each voucher should only claim the expenses for the individual to whom the payment will be made. One person must not pay for expenses for travel companions. The only exception to this requirement are that ferry fares may be paid by the driver for passengers, in which case names of passengers must be listed on the travel claim or ferry receipt. Drivers, not passengers, should pay tolls for the car and driver.
4. The district will not reimburse the expenses of more than one car traveling to any one location for the same meeting unless those traveling number more than one carload or circumstances require additional cars and details are indicated on form 6213F.
5. Receipts must accompany claims for the following:
 - A. Meals are reimbursable as long as they follow within the District's Three Hour Meal Rule. See Port Angeles School District Policy 6213P for details. Tips are reimbursable for up to 20% of the meal maximum rate, whichever is lower. They must be clearly marked on the receipt. Any reimbursement for meals NOT resulting from a required overnight stay is considered taxable income and will be paid through payroll at the end of the month.
 - B. Overnight accommodations.
 - C. Conference registrations and fees (organization dues are not reimbursable)
 - D. Automobile parking and storage charges.
6. Anyone traveling to a meeting requiring absence from the district overnight may, upon prior approval, receive an Advance Travel expense check. Requested forms are available from your building principal or at the Central Services Building, and must have been completed 48 hours in advance of departure. The laws concerning settlement of the Advance Travel allowance following return to the district are very strict and must be adhered to. Travel Expense Claims and any unused portion of the advance must be submitted to the Central Business Office within 10 days of return.
7. Reasonable gratuities are permitted as a reimbursable expense not exceeding customary percentages for the cost of meals, as well as, reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.
8. Mileage reimbursement is at the approved district rate per mile for automobile travel within and outside the district. This rate conforms to the federal mileage reimbursement rate with the U.S. General Services Administration at www.gsa.gov.
9. Travel claims must be channeled through the building principal or program supervisor, who must sign for approval and forward them to the Administrative Offices Central Services Building.
10. In order to be paid as soon as possible, travel claims should be received in the Central Services Building no later than the one week prior to regularly scheduled School Board Meetings.